

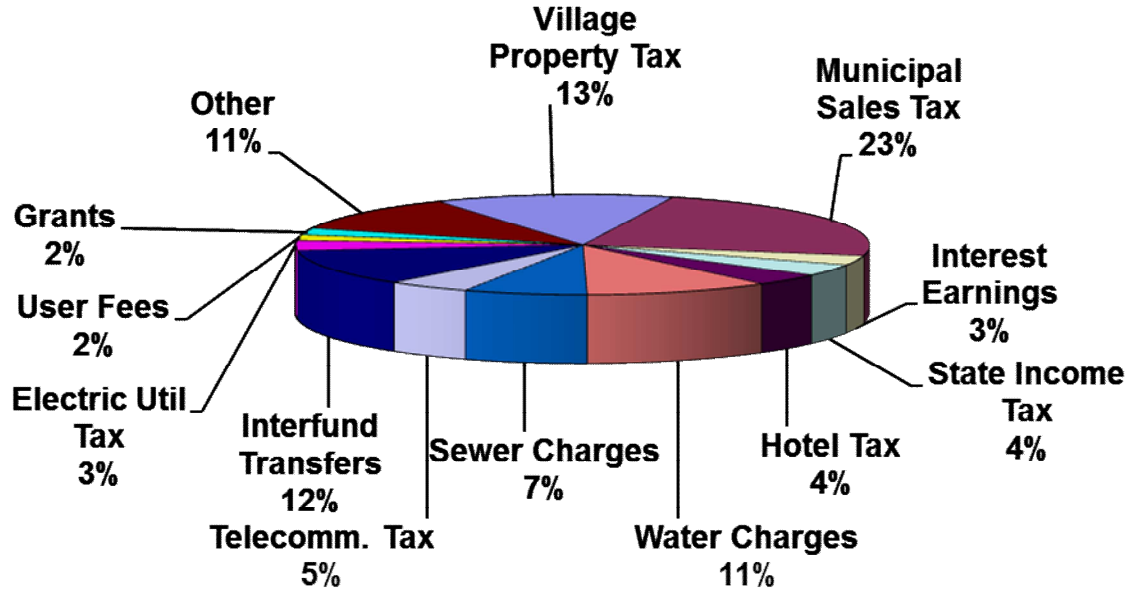


# **VILLAGE OF DEERFIELD, ILLINOIS**

## **ANNUAL BUDGET**

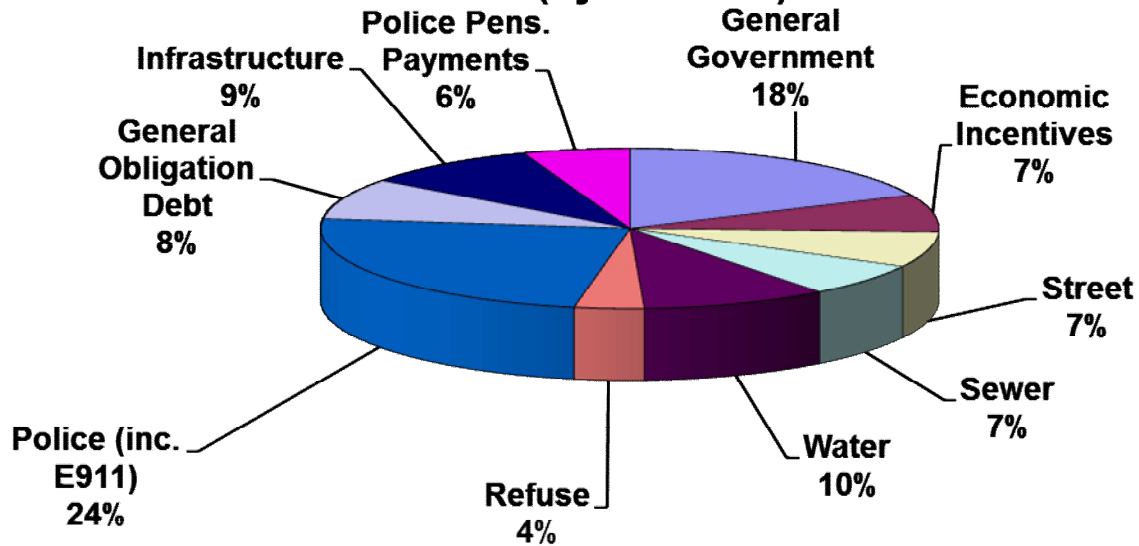
**JANUARY 1, 2014 TO DECEMBER 31, 2014**

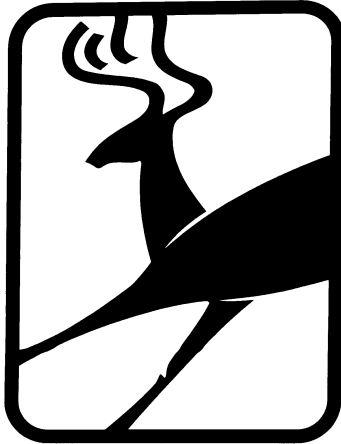
## BUDGET REVENUES - FY 2014



## 2014 Budget Expenditures

(by function)





## **VILLAGE OF DEERFIELD**

### **ANNUAL BUDGET**

**JANUARY 1, 2014 TO DECEMBER 31, 2014**

#### **ELECTED OFFICIALS**

Harriet Rosenthal, Mayor

Robert Benton, Trustee  
Alan Farkas, Trustee  
Tom Jester, Trustee

Robert Nadler, Trustee  
William Seiden, Trustee  
Barbara Struthers, Trustee

#### **VILLAGE MANAGER**

Kent Street

#### **DEPARTMENT HEADS**

Eric Burk, Director of Finance/Treasurer  
John Sliozis, Chief of Police  
Barbara Little, Director of Public Works and Engineering  
Clint Case, Building & Code Enforcement Supervisor  
Jeff Ryckaert, Village Planner

**[www.deerfield.il.us](http://www.deerfield.il.us)**



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### **PUBLIC WORKS**

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## VILLAGE OF DEERFIELD

### BUDGET MESSAGE

Municipal government provides a wide range of basic services on which we all depend: police protection, potable water, sewage treatment, snow plowing and building inspection to name a few. The ability of an elected board to supply these services in an effective and efficient manner depends on its financial decisions. That is why of all issues considered by the Village Board over the course of a year none is more important than adoption of the annual budget.

This is the first calendar year budget for the Village of Deerfield and reflects operations from January 1, 2014 through December 31, 2014. This 12 month budget meets all state mandated accounting and financial reporting requirements. In order to accommodate the transition to a calendar year budget, the Village's previous budget year was shortened to 8-months. Therefore, many budgetary increases are reflected in the 2014 budget and are simply due to the fact that revenues and expenditures are being compared to last year's shortened fiscal period.

The total expenditure budget for fiscal year 2014 is \$41,303,248 excluding the Library budget, which is \$4,412,377. This represents a 14% increase from last year's amended budget, primarily due to comparing the current 12 month budget to the prior 8 month fiscal transition period, and reflects a conservative capital program, due to the recent completion of the wastewater (sewage) treatment plant project and no large road reconstruction projects. The operating component of the budget is \$26,649,515 which is a 36% increase from the prior year. The increase is caused primarily by a lengthened fiscal period when compared to the last budget.

This budget maintains current programs and service levels in light of the constrained economic conditions and reduced revenues while continuing a capital project program that maintains an aging infrastructure. Reflecting the slower economic conditions locally and statewide and a stable population, the Village continues to provide a high level of service with minimal staffing. There are no additional positions in this budget. However, the part-time Community Development secretary has been reclassified to full-time, in order to meet the demands of increased building permit activity.

### PLANNING PROCESSES

This budget continues the implementation of recommendations contained in significant planning studies that were completed in the last five years. The major recommendation of the sanitary sewer system study was the reconstruction of the Village owned sewage treatment plant. After a number of years of planning and engineering design work, this project commenced in FY 2011 and the Village Board declared the project substantially complete in February of 2013. Funding for the WRF has been primarily through the use of debt – an initial debt issuance of \$7.5 million General Obligation (GO) Build America Bonds in 2010, \$12.5 million Qualified Energy Conservation Bonds in 2011, \$10 million GO Bonds in 2012 and \$3.2 million GO Bonds in 2013. The use of these programs has substantially reduced the interest payments on the debt service versus regular debt issuance. This budget also continues a general annual road maintenance program but no other large scale projects.

The economic downturn that has affected the country over the past several years certainly played a major role in the budget deliberations this year. Due to past budgeting decisions, a low tax composition relative to other similarly situated communities, conservative spending practices, the relative strength of the micro economy in Deerfield, and our strong fund balance, the Village has not had to implement the drastic

personnel and program reductions that many local governments have found necessary. The Village has selectively filled open employee positions and has eliminated unfilled full time positions when possible.

Due to the continuing structural deficits in the Water and Sewer Funds over the past five years, two years ago the Village Board undertook a comprehensive review of the funds' operations and projections for the next four years. Due to lower water usage which affects both water and sewer revenues, the Board approved a revenue plan that increased water and sewer revenues the last two years and will continue to do so next year. These increases, along with strategic personnel changes, will address the structural imbalance currently in the funds.

The Board has determined that a continued program of replacing and maintaining the infrastructure of the Village is important; this budget reflects no new debt issuances.

Due to the recent completion of the reconstruction of the wastewater treatment plant no new debt issuances are anticipated. The Deerfield Public Library also recently completed their remodeling project that, pursuant to state statute, required the Village to issue approximately \$12 million of GO debt in their name. Funding for debt service, endorsed by the voters in the November 2010 referendum, comes from a combination of annual general revenues, fund balance and property tax. All the debt is general obligation as the Village has unlimited home rule authority to raise taxes and enjoys a Aaa bond rating from Moody's.

The Village organizes its budget under several funds. Following are brief highlights of each major fund.

### **GENERAL CORPORATE FUND**

This is the basic operating fund of the Village, which includes revenues and expenditures of all governmental activities, except those funds that must be accounted for independently under Illinois law.

Revenues: The 2014 General Fund has projected new revenues of \$19,932,060, which is a 43% increase over last year's 8-month budget. Most revenues are projected to increase due to the 12 month fiscal year being compared to last budget's 8 month transition period. The Sales Tax reflects an increase due to the evolving local economy for retail sales and increased activity due to the Walgreens National sales tax incentive. The Hotel Room Tax is budgeted for a 41% increase which also reflects the recovery in business travel. The combined state shared income and use tax are expected to be relatively flat when compared to last budget's annualized projections. Building permit revenue is projected to remain stable at \$700,000, due to continued strong residential and commercial remodeling. Both the telecomm tax and the electric utility tax is expected to remain flat when compared to last budget's annualized figures. These are expected to generate \$1.5 million and \$1,250,000 respectively for the General Fund. Overall, revenues are sufficient to cover the operating costs of the fund.

Expenditures: Total expenditures for the General Corporate Fund are projected at \$22,217,697, which is a 32% increase from last year's 8-month budget. There is a transfer to the debt service fund of \$831,850 to provide partial abatement of debt service in the 2013 property tax levy and a transfer of \$1.5 million to the Infrastructure Replacement Fund for capital projects funding. There is a budgeted increase in the Walgreen sales tax rebate expense in the Finance Dept. budget due to higher than expected activity. In addition, there is a projected increase in employee health insurance charges and other personnel costs including an increase of 1.5% for non-union employees, while both the public works union and the police patrol union have contracts expiring on April 30, 2014. Village operations are very labor intensive. The largest single operating cost relates to personnel, representing 74% of the General Fund less the Walgreen's payment, Infrastructure Replacement Fund (IRF) transfer and debt service abatement. Highlights of this year's expenditure budget

include:

- The Walgreen's incentive expense is budgeted at \$3.1 million. Since the Village receives 20% of the revenue from this agreement, as Walgreen's activity changes the expense changes, and this is offset by a similar move in the sales tax revenue line.
- There is an additional ½ a secretary added to the General Fund expenditure as a part-time secretary is being reclassified to full-time in the Community Development Department to meet the increase demand from residential building permits.
- A 1.5% increase in wages to non-union personnel. The union contract with the police patrol officers and public works expires on April 30, 2014 and a new agreement remains unresolved as of the budget passage.

### **WATER AND SEWER FUNDS**

The water and sewer utility systems operated by Deerfield are intended to be self-funding, based upon user charges for services. Revenues for operations are derived primarily from services furnished to utility customers. Other sources are interest earnings from cash invested on a short-term basis, and connection fees from new construction where the Village's prior investments in its utilities operate to the advantage of new customers who did not share in that initial investment.

Water Budget: Expenditures are projected at \$4,027,856 (increase of 41%) against new revenues of \$4,183,000 (+45%). The Village continues to see a decrease in revenue when compared other 12 month periods due to the loss of our largest user to the Village of Northbrook and a fundamental reduction in the average use. The Village received a 2.5% increase in the wholesale cost of water and expects to receive similar increases in future years, as the City of Highland Park works to rehabilitate their water treatment facility. A 2.5% increase in the Village's water rate is included. No major water projects are anticipated during the year. The structural deficit is being addressed and further discussed below.

Highland Park, the Village's wholesale water supplier, is continuing a series of annual water rate increases to provide for the reconstruction of their treatment facilities. This budget includes an increase in water rates for Deerfield customers from \$3.88 to \$3.98 (2.5%) per 100 cubic feet as of January 1st.

Sewer Budget: The Sewer Fund expenditures are projected at \$2,741,800 (+23%) against new revenues of \$2,747,600 (+35%). No substantial capital expenditures are included in this budget; these are in the IRF. As discussed further below, the sewer rate will be increased 2.5% effective January 1. The operating cost of the new treatment plant is expected to be lower due to more efficiency and a reduction in personnel due to increased automation.

The Village Board has considered the structural deficits that have existed in these funds and their inability to cover all operating and capital costs through the revenue base. The decision remains to fund operations entirely from user charges and to fund the capital expenses through the IRF. After a review of the projected operating results forecast for four years in these funds, the Board approved a revised funding schedule for the funds. In the Water Fund, it was decided to remain with 2.5% increases since after FY 12/13 the debt service payment of approximately \$485,000 per year ended, which will be enough of an expense reduction to bring this fund into balance in the near future. For the Sewer Fund, the Board agreed to rate increases of 10% in FY 12/13, 5% in FY 2013A and 2.5% in FY 2014. This should bring this fund into balance at the end of this year.

## **SCAVENGER (REFUSE) FUND**

The Village bid its waste hauling contract during FY 10/11 and entered into a new five year contract with Waste Management Company. Significant changes to the base service level were introduced that has resulted in a substantially lower cost to the Village for this service. Going into the fourth year of the contract, there is a 2% increase in the hauling contract. To keep pace with this and the increased costs of the leaf pickup, there are 2.5% increases in both funding sources. The property tax levy, for this fund increased to \$928,140. The user rate will be increased from \$6.83 to \$7.00 per month per household. This will allow the fund to continue to operate with a modest surplus.

## **MOTOR FUEL TAX FUND**

The MFT budget projects State allotments of approximately \$426,500 for the 12 month budget which is about a 50% increase when compared to last year's 8 month budget. The Village continues using the entire allotment for capital outlay in the street rehab program.

## **PENSION FUNDS**

For employees covered by the Illinois Municipal Retirement Fund, the Village contributed 14.09% (an increase of 1.7% from 2012) of each employee's eligible pay plus the employer's contribution of 7.65% for Social Security and Medicare coverage. The employee contributes 4.5% for IMRF and 7.65% for Social Security and Medicare coverage. The employer's share is expensed in each operating function, and is projected to decrease to 13.97% in calendar year 2014 (0.85% decrease). The employer's contribution to the Police Pension Fund is also expensed through the Police Department budget and is financed through General Fund revenues. The contribution is actuarially determined as adequate for funding pension payments and for amortizing the actuarial reserve deficiency. Sworn police covered by this fund contribute 9.91% of their basic wages but do not participate in Social Security. Additional income is derived from investment earnings. In the shortened 8 month fiscal period of 2013A an additional \$895,479 was contributed to the pension fund (25% of salaries). The Village has recently lowered its investment rate of return and updated its projected salary increases. We expect the near term contributions to remain stable following completion of the transition year and barring any large changes in investment results or pension statutes.

The Village is committed to making 100% of its annual required contribution to these funds. Contributions are expensed within each operating fund/department/division that has corresponding salary expense.

## **CAPITAL PROJECTS**

The most obvious benefit of establishing a capital budget is the encouragement given to planning at all levels. It is an extremely valuable decision-making device used to 1) stabilize the volume of capital improvements at some relatively uniform level, and 2) coordinate the capital costs and their financing with the attendant debt service demands on the operating budget.

The rolling five year funding plan has been extremely helpful both in scheduling major projects and in determining their financing. More than any other part of the budget, capital projects warrant detailed discussion between Board and staff. Good financial management dictates that we review closely the major expenditures required in the future to maintain the community's infrastructure. Once long-range plans and projects are determined, priorities must be set and a funding program approved.

Major capital projects scheduled for 2014 include (costs shown are Village total for the fiscal year):

- Continuation of the Street Rehabilitation Program (\$1,250,000)
- Engineering and design work for Lake Cook Road, Pfungsten/Kates Road Bridge, Northtrails Subdivision and Briarwood Vista (\$425,000)

This year's program is scaled down from the level of work completed in prior years. In preparation of numerous major capital projects scheduled for 2015, the Village Board has agreed to a conservative capital program for 2014. It will require the full attention of staff and is funded through a combination of grants and IRF ongoing revenue. The street rehab program was increased last year to include more roadways and significant road improvements were achieved in conjunction with the Lake Eleanor/Heather project and Lake Cook Road construction. Last year also concluded the construction of the sewage treatment plant replacement project which had been under planning and design for five years. No new debt issuances are required to complete this year's program.

### **VEHICLE/EQUIPMENT REPLACEMENT FUND**

This fund includes purchases of vehicles and equipment amounting to more than \$5,000. Each operating department is charged an annual amount to offset these more expensive items from impacting the budget in any one given year. This year's proposed expenditures amount to \$280,000. More details can be found in the Capital Projects Funds section.

### **ASSESSED VALUATION**

Over the past ten years, the taxable assessed valuations have changed as follows:

<u>Year</u>	<u>Amount *</u>	<u>% Change</u>
2003	921,735,951	5.8
2004	992,399,806	7.2
2005	1,245,632,882	25.5
2006	1,371,881,605	10.9
2007	1,534,804,968	11.9
2008	1,577,953,846	2.8
2009	1,586,409,629	0.5
2010	1,501,605,590	-5.3
2011	1,392,522,439	-7.3
2012	1,293,263,968	-7.1

### **DEBT SERVICE FUND**

As an Illinois Home Rule community by referendum, the Village has no legal debt limit and is authorized to issue debt without any requirement for a local referendum.

The Village currently has six outstanding general obligation debt issues, \$4,075,000 of the 2008 Series, \$10,890,000 of the 2010 Series, \$16.5 million of 2011 Series A and Series B, the entire \$10 million 2012 issuance and \$2.8 million of the 2013 issuances which are all property tax supported. In addition, the Village has outstanding debt of \$10,635,000 relating to the Library improvement project, which is supported by the Library's property tax payers. As of December 31, 2013, Deerfield's total outstanding bonded General Obligation debt of \$54,905,000 is 4.2% of its total 2012 assessed valuation. When considering that, in Illinois, non-Home Rule communities are allowed a ratio of 8.6%, the Village, as a Home Rule community, can be proud of its low debt service obligations.

Deerfield currently has a Aaa rating from Moody's Investors Service, Inc., an accomplishment shared by fewer than 60 municipalities in the United States. This rating was reaffirmed in January 2013.

The Village Board has indicated that it will examine the financial status of the Village each year prior to the final adoption of the annual tax levy with a preference for abating all or part of the debt service requirements for the issuances that are not related to the wastewater treatment plant. The Village Board did abate \$1,372,157 of the net required 2013 property tax levy of \$3,417,043 for these issues using various funding sources.

### **PROPERTY TAX LEVY**

The 2013 Property Tax Levy for all Village funds is \$5,254,471. This represents an increase of 3% from the extended 2012 levy. The majority of the increase for the levy is for debt service on the existing issues. As discussed above, there are no new debt issuances reflected in fiscal year 2014. The 2013 levy is distributed as follows: \$928,140 to the Refuse Fund, \$2,198,560 to the General Corporate Fund, \$82,885 to the Infrastructure Maintenance Fund and \$2,044,886 for the various GO debt service requirements, which all relate to the wastewater treatment plant reconstruction project. Village property taxes for 2013 represent just 4% of the total property tax bill in the Village. If the revenues to the General Fund maintain a positive increase and without any unanticipated expenses, there could be funds on hand in the General Fund to abate a portion of the debt service levy for 2014.

The Library levy increased 3.7% to \$4,274,572. This levy was approved by the Library Board and accepted by the Village Board in December, as statutorily required.

### **SUMMARY**

Preparing the annual budget is a very thorough and time consuming process and one that the Village Board takes very seriously. As fellow taxpayers, they too want to hold the line on taxes, but without sacrificing the number and quality of services rendered.

I wish to acknowledge the efforts of the Village Board and all departments in compiling this document, and to thank them for their professional support. Special thanks are extended to the Director of Finance and all finance department personnel who do the majority of the budget preparation. We hope that you find it both informative and helpful in implementing our financial plan for fiscal period between January 1, 2014 and December 31, 2014.

KENT STREET  
Village Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Deerfield**

**Illinois**

For the Fiscal Year Beginning

**May 1, 2013**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Deerfield, Illinois for its annual budget for the fiscal year beginning May 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

**BUDGET SUMMARY AND HISTORICAL PERSPECTIVE**

Revenue Item	General	Sewer	Water	Refuse	Garage	MFT	Police Pension	Debt Service	Infrastr. Repl.
<b>Taxes:</b>									
Property Tax	2,213,560			928,140				2,044,886	82,885
Home Rule Sales Tax	3,200,000								900,000
Replacement Tax	85,000								
Motor Fuel						425,000			
Sales Tax	5,100,000								
Local Use Tax	275,000								
State Income Tax	1,500,000								
Hotel-Motel Tax	1,550,000								
<b>License &amp; Permits</b>									
Liquor/Food	70,000								
Other Business Lic	55,500								
Vehicle	330,000								
Building Permits	700,000	12,000	37,000						
Non-Business Lic	7,500								
<b>Charges:</b>									
Police Services	280,000								
False Alarms	50,000								
Dispatching Serve	190,000								
User Charges		2,730,000	4,114,000	500,900					
Rental Income	235,000		27,000						
Fran Fees - Cable	375,000								
Telecom. Charges	1,500,000								
Electric Utility Tax	1,250,000								
50/50 Program	55,000								
Interfund Charges	274,000				385,000		1,100,000		
Engineering Fees	102,000								
<b>Misc Rev</b>									
Interest Earnings	105,000	100		750	500	1,500	1,100,000	500	1,500
Grants								493,300	380,000
Miscellaneous	164,500	5,500	5,000	52,000	8,000				200,000
Employee Cont							410,000		
Ordin Violations	265,000								
Bond Proceeds									
<b>Transfers:</b>									
Transfers In									
From General Fund									1,500,000
Trans to Debt Service								831,850	
Misc Transfers									
<b>TOTAL NEW REVENUE</b>	<b>19,932,060</b>	<b>2,747,600</b>	<b>4,183,000</b>	<b>1,481,790</b>	<b>393,500</b>	<b>426,500</b>	<b>2,610,000</b>	<b>3,370,536</b>	<b>3,064,385</b>
(To)/From Reserve	2,285,637	(5,800)	(155,144)	17,809	(7,468)	67,500	(304,200)	52,507	(34,385)
<b>TOTAL RESOURCES</b>	<b>22,217,697</b>	<b>2,741,800</b>	<b>4,027,856</b>	<b>1,499,599</b>	<b>386,032</b>	<b>494,000</b>	<b>2,305,800</b>	<b>3,423,043</b>	<b>3,030,000</b>
<b>EXP. CATEGORIES:</b>									
Personnel	12,480,943	1,706,800	1,051,200	92,250	240,300				
Other Services	100,450	8,180	1,850	0	400				
Contractual	6,034,508	467,900	321,200	1,369,500	26,000		40,800		1,070,000
Commodities	726,390	452,360	2,492,600	26,200	112,825				
Capital Outlay	186,825	18,160	114,475	0	2,500	494,000			1,960,000
Debt Service								3,423,043	
Pension Payments							2,265,000		
Transfers	2,688,581	88,400	46,531	11,649	4,007				
TIF Rebate									
<b>TOTAL EXPEND.</b>	<b>22,217,697</b>	<b>2,741,800</b>	<b>4,027,856</b>	<b>1,499,599</b>	<b>386,032</b>	<b>494,000</b>	<b>2,305,800</b>	<b>3,423,043</b>	<b>3,030,000</b>

**BUDGET SUMMARY AND HISTORICAL PERSPECTIVE (cont'd)**

Parking Lots	Equip. Replace.	E-911	2014	2013A	2013A	2012-13	
			TOTAL BUDGET	PROJECTED	TOTAL BUDGET	ACTUAL	
			5,269,471	5,118,429	5,111,429	4,491,911	<u>Taxes:</u>
			4,100,000	2,650,000	2,650,000	4,887,165	Property Tax
			85,000	47,000	47,000	83,937	Home Rule Sales Tax
			425,000	282,000	282,000	520,115	Replacement Tax
			5,100,000	3,200,000	3,200,000	5,610,563	Motor Fuel
							Sales Tax
			275,000	166,000	166,000	292,475	Local Use Tax
			1,500,000	1,000,000	1,000,000	1,642,446	State Income Tax
			1,550,000	1,200,000	1,100,000	1,826,051	Hotel-Motel Tax
							<u>License &amp; Permits</u>
			70,000	65,000	67,500	68,382	Liquor/Food
			55,500	29,000	18,500	80,076	Other Business Lic
			330,000	330,000	330,000	328,815	Vehicle
			749,000	883,000	733,000	1,454,753	Building Permits
			7,500		7,500	0	Non-Business Lic
							<u>Charges:</u>
			280,000	164,348	171,098	206,453	Police Services
			50,000	17,000	17,000	26,431	False Alarms
			190,000	66,000	66,000	99,216	Dispatching Serve
208,000			7,552,900	5,103,000	5,293,500	7,947,100	User Charges
			262,000	252,000	225,000	260,220	Rental Income
			375,000	300,000	300,000	399,813	Fran Fees - Cable
		350,000	1,850,000	1,233,000	1,233,000	1,802,504	Telecom. Charges
			1,250,000	833,000	833,000	1,320,356	Electric Utility Tax
			55,000	35,000	35,000	20,002	50/50 Program-Tree Mitigation
	570,939		2,329,939	1,686,545	1,686,545	2,170,723	Interfund Charges
			102,000	2,000	2,000	12,000	Engineering Fees
							<u>Misc Rev</u>
3,200	28,000	7,000	1,248,050	982,850	983,050	4,203,362	Interest Earnings
			873,300	535,666	897,882	699,151	State/Fed Grants
		3,650	438,650	233,743	290,483	344,853	Miscellaneous
			410,000	250,000	250,000	519,857	Employee Contributions
			265,000	211,800	180,300	342,740	Ordin Violations
			0	0	0	3,249,528	Bond Proceeds
							<u>Transfers:</u>
			0	0	0	0	Transfers In
			1,500,000	1,400,000	1,400,000	1,650,000	From General
			831,850	818,344	818,344	833,396	Trans to Debt Service
			0	0	0	0	Misc. Transfers
211,200	598,939	360,650	39,380,160	29,094,725	29,395,131	47,394,394	TOTAL NEW REVENUE
125,550	(318,939)	200,021	1,923,088	5,091,277	6,684,875	3,838,153	(To)/From Reserve
336,750	280,000	560,671	41,303,248	34,186,002	36,080,006	51,232,547	TOTAL RESOURCES
							<u>EXP. CATEGORIES:</u>
41,000			15,612,493	10,615,955	11,031,743	14,205,133	Personnel
			110,880	83,385	95,627	73,653	Other Services
84,700		120,050	9,534,658	6,822,326	8,087,245	10,014,042	Contractual
11,050		53,000	3,874,425	2,464,787	2,616,296	3,842,577	Commodities
	280,000	274,000	3,329,960	6,535,501	6,585,047	14,704,909	Capital Outlay
			3,423,043	3,404,155	3,404,155	3,014,707	Debt Service
			2,265,000	1,515,000	1,515,000	2,111,646	Pension Payments
200,000		113,621	3,152,789	2,744,893	2,744,893	3,265,880	Transfers
			0	0	0	0	TIF Rebate
336,750	280,000	560,671	41,303,248	34,186,002	36,080,006	51,232,547	TOTAL EXPENDITURES

**VILLAGE OF DEERFIELD  
2013A  
BUDGET SUMMARIES BY FUND**

<b>FUND</b>	<b>5/1/2013 AUDITED BEGINNING FUND BALANCE</b>	<b>PROJECTED NEW REVENUES</b>	<b>PROJECTED EXPENDITURES</b>	<b>12/31/2031 PROJECTED ENDING FUND BALANCE</b>
General	\$19,797,773	\$14,173,324	\$15,617,682	\$18,353,415
Sewer	357,056	1,831,933	1,998,860	190,129
Water	(1,037,408)	2,881,660	2,849,890	(1,005,638)
Garage	96,618	251,300	272,588	75,330
<b>Subtotal "Operational" Funds</b>	<b>\$19,214,039</b>	<b>\$19,138,217</b>	<b>\$20,739,020</b>	<b>\$17,613,236</b>
MFT	633,057	283,300	694,000	222,357
Refuse (Solid Waste)	114,002	1,255,250	996,873	372,379
Debt Service	113,074	3,351,424	3,404,156	60,342
<b>Infrastructure</b>				
Replacement (inc. Bond Proc)	3,300,560	2,253,000	5,483,823	69,737
Parking Lots	386,227	149,400	242,283	293,344
<b>Vehicle &amp; Equipment</b>				
Replacement	4,728,964	373,884	808,447	4,294,401
Enhanced 911	1,367,922	240,250	267,601	1,340,571
<b>COMBINED VILLAGE FUNDS</b>	<b>\$29,857,845</b>	<b>\$27,044,725</b>	<b>\$32,636,203</b>	<b>\$24,266,367</b>
Police Pension	37,407,376	2,050,000	1,549,800	37,907,576
Deerfield Library	4,163,778	5,063,954	6,490,356	2,737,376

Certain funds are restricted in that available funds may only be used for expenditures allowed within said fund. Figures for enterprise funds represent available cash balances.

**VILLAGE OF DEERFIELD**  
**Calendar Year 2014**  
**BUDGET SUMMARIES BY FUND**

<b>FUND</b>	<b>1/1/2014 PROJECTED BEGINNING FUND BALANCE</b>	<b>BUDGET NEW REVENUES</b>	<b>BUDGET EXPENDITURES</b>	<b>12/31/2014 PROJECTED ENDING FUND BALANCE</b>
General	\$18,353,415	\$19,932,060	\$22,217,697	\$16,067,778
Sewer	\$190,129	2,747,600	2,741,800	195,929
Water	(1,005,638)	4,183,000	4,027,856	(850,494)
Garage	\$75,330	393,500	386,032	82,798
<b>Subtotal "Operational" Funds</b>	<b>\$17,613,236</b>	<b>\$27,256,160</b>	<b>\$29,373,385</b>	<b>\$15,496,011</b>
MFT	\$222,357	426,500	494,000	154,857
Refuse (Solid Waste)	\$372,379	1,481,790	1,499,599	354,570
Debt Service	\$60,342	3,370,536	3,423,043	7,835
Infrastructure				
Replacement (inc. Bond Proc)	\$69,737	3,064,385	3,030,000	104,122
Parking Lots	\$293,344	211,200	336,750	167,794
Vehicle & Equipment				
Replacement	\$4,294,401	598,939	280,000	4,613,340
Enhanced 911	\$1,340,571	360,650	560,671	1,140,550
<b>COMBINED VILLAGE FUNDS</b>	<b>\$24,266,367</b>	<b>\$36,770,160</b>	<b>\$38,997,448</b>	<b>\$22,039,079</b>
Police Pension	\$37,907,576	2,610,000	2,305,800	\$38,211,776
Deerfield Library	\$2,737,376	4,409,072	4,412,377	\$2,734,071

Certain funds are restricted in that available funds may only be used for expenditures allowed within said fund. Figures for enterprise funds represent available cash balances.

Available balance is based on estimated prior year end totals.

**2013 Property Tax Levy with Five Year Comparison**

Fund	2009	2010	2011	2012	Proposed 2013
General	1,984,950	2,140,000	2,140,000	2,114,000	2,198,560
Scavenger	841,360	883,428	883,428	905,500	928,140
Infrastructure	45,000	45,000	45,000	45,000	82,885
Debt Service (net)	155,000	502,484	1,362,274	2,036,929	2,044,886
<b>Total Village</b>	<b>3,026,310</b>	<b>3,570,912</b>	<b>4,430,702</b>	<b>5,101,429</b>	<b>5,254,471</b>
<b>Library</b>	<b>2,903,250</b>	<b>3,050,000</b>	<b>3,966,072</b>	<b>4,121,113</b>	<b>4,274,572</b>
<b>Combined Levy</b>	<b>5,929,560</b>	<b>6,620,912</b>	<b>8,396,774</b>	<b>9,222,542</b>	<b>9,529,043</b>
<b>Tax Rate History</b>					
EAV	1,586,409,629	1,501,605,590	1,392,522,439	1,293,263,968	1,294,000,000
Tax Rate( per \$100)					(est)
Village (blended)	<b>0.191</b>	<b>0.238</b>	<b>0.318</b>	<b>0.394</b>	<b>0.406</b>
Library (blended)	0.183	0.203	0.285	0.319	0.330
Combined	0.374	0.441	0.603	0.713	0.736

all non-WRF debt service abated in 2011, 2012 and 2013

2009 EAV includes new EAV from TIF #2.

**BUDGET SUMMARY - FOUR YEAR COMPARISON**

FUND/REVENUE SOURCE	YR.END FY 11/12	YR.END FY 12/13	BUDGET FY 13A	EST.YR.END FY 13A	BUDGET FY 2014	% CHG BUDG FY13A->14
<b>GENERAL FUND (10)</b>						
<i>Taxes</i> -----						
-Corporate Property	2,182,182	2,183,336	2,114,000	2,126,000	2,208,560	4.47%
-Sales	4,928,370	5,610,563	3,200,000	3,200,000	5,100,000	59.38%
-Home Rule Sales	3,121,749	3,665,374	2,000,000	2,000,000	3,200,000	60.00%
-Hotel/Motel	1,625,052	1,826,051	1,100,000	1,200,000	1,550,000	40.91%
-State Income	1,486,493	1,642,446	1,000,000	1,000,000	1,500,000	50.00%
-State Use Tax	265,887	292,475	166,000	166,000	275,000	65.66%
-Prior year Property Tax	3,008	0	10,000	5,000	5,000	-50.00%
-Pers. Prop. Replace.	86,522	83,937	47,000	47,000	85,000	80.85%
-Telecommunications Tax	1,752,850	1,430,126	1,000,000	1,000,000	1,500,000	50.00%
-Electric Utility Tax	1,306,721	1,320,356	833,000	833,000	1,250,000	50.06%
<i>Fines</i> -----						
-Court/Local Ordinance	317,262	342,740	180,300	211,800	292,000	61.95%
<i>License Fees</i> -----						
-Business	65,826	71,676	21,000	21,000	60,500	188.10%
-Liquor	74,283	68,382	65,000	65,000	65,000	0.00%
-Vehicle	331,440	328,815	330,000	330,000	330,000	0.00%
-Other	1,175	1,350	500	1,000	500	0.00%
<i>Permit Fees</i> -----						
-Building	693,975	1,168,462	700,000	700,000	700,000	0.00%
-Other	7,100	7,050	7,000	7,000	7,000	0.00%
<i>Inspection Fees</i> -----						
-Engineering	7,529	12,000	2,000	2,000	102,000	5000.00%
<i>Other</i> -----						
-Dispatching Services	97,356	99,216	66,000	66,000	190,000	187.88%
-Interest Earned (net)	80,061	73,230	59,000	59,000	105,000	77.97%
-Special Police Services	211,996	206,453	171,098	164,348	280,000	63.65%
-Activity Donations	43,887	36,371	25,000	34,000	35,000	40.00%
-Grants	71,214	81,122	35,000	40,015	43,000	22.86%
-Transfers In	224,000	274,000	182,661	182,661	274,000	50.00%
-Cable Franchise Fees	354,447	399,813	300,000	300,000	375,000	25.00%
-Auction Proceeds	20,827	3,331	5,000	7,500	7,500	50.00%
-Rental Income	298,155	233,220	225,000	225,000	235,000	4.44%
-False Alarm Fees	28,262	26,431	17,000	17,000	27,000	58.82%
-Miscellaneous	547,000	144,649	68,500	163,000	130,000	89.78%
<b>TOTAL NEW REVENUE</b>	<b>20,234,629</b>	<b>21,632,975</b>	<b>13,930,059</b>	<b>14,173,324</b>	<b>19,932,060</b>	<b>43.09%</b>
Adjustment (To)						
From Fund Balance	(2,176,165)	(511,247)	2,834,193	1,444,358	2,285,637	-19.35%
<b>TOTAL EXPENDITURES</b>	<b>18,058,464</b>	<b>21,121,728</b>	<b>16,764,252</b>	<b>15,617,682</b>	<b>22,217,697</b>	<b>32.53%</b>
<b>WATER FUND (50)</b>						
-Water Sales	3,921,076	4,295,580	2,800,000	2,800,000	4,080,000	45.71%
-Interest Earned	0	0	100	0	0	-100.00%
-Miscellaneous	187,923	99,727	76,000	81,660	103,000	35.53%
<b>TOTAL NEW REVENUE</b>	<b>4,108,999</b>	<b>4,395,307</b>	<b>2,876,100</b>	<b>2,881,660</b>	<b>4,183,000</b>	<b>45.44%</b>
Adjustment (To)						
From Retained Earnings	346,972	230,371	(23,279)	(31,770)	(155,144)	566.45%
<b>TOTAL OPERATING EXPENSES</b>	<b>4,455,971</b>	<b>4,625,678</b>	<b>2,852,821</b>	<b>2,849,890</b>	<b>4,027,856</b>	<b>41.19%</b>

**BUDGET SUMMARY - FOUR YEAR COMPARISON**

FUND/REVENUE SOURCE	YR.END FY 11/12	YR.END FY 12/13	BUDGET FY 13A	EST.YR.END FY 13A	BUDGET FY 2014	% CHG BUDG FY13A->14
<b>SEWER FUND (54)</b>						
-Sewer Use Fees	2,526,189	2,921,022	2,020,500	1,820,000	2,730,000	35.12%
-Interest Earned	0	0	100	100	100	0.00%
-Miscellaneous	35,737	15,774	11,333	11,833	17,500	54.42%
<b>TOTAL NEW REVENUE</b>	<b>2,561,926</b>	<b>2,936,796</b>	<b>2,031,933</b>	<b>1,831,933</b>	<b>2,747,600</b>	<b>35.22%</b>
Adjustment (To)						
From Retained Earnings	434,879	331,071	192,086	166,927	(5,800)	-103.02%
<b>TOTAL OPERATING EXPENSES</b>	<b>2,996,805</b>	<b>3,267,867</b>	<b>2,224,019</b>	<b>1,998,860</b>	<b>2,741,800</b>	<b>23.28%</b>
<b>MOTOR FUEL TAX FUND (14)</b>						
-Intergov. Transfer In	536,825	520,115	282,000	282,000	425,000	50.71%
-Interest Inc./Misc.	3,360	1,509	1,300	1,300	1,500	15.38%
<b>TOTAL NEW REVENUE</b>	<b>540,185</b>	<b>521,624</b>	<b>283,300</b>	<b>283,300</b>	<b>426,500</b>	<b>50.55%</b>
Adjustment (To)						
From Fund Balance	(50,185)	(31,624)	410,700	410,700	67,500	-83.56%
<b>TOTAL EXPENDITURES</b>	<b>490,000</b>	<b>490,000</b>	<b>694,000</b>	<b>694,000</b>	<b>494,000</b>	<b>-28.82%</b>
<b>GARAGE FUND (70)</b>						
-Charges for Service	344,049	341,233	244,000	244,000	385,000	57.79%
-Interest Earned/Misc.	12,246	9,690	5,300	7,300	8,500	60.38%
<b>TOTAL NEW REVENUE</b>	<b>356,295</b>	<b>350,923</b>	<b>249,300</b>	<b>251,300</b>	<b>393,500</b>	<b>57.84%</b>
Adjustment (To)						
From Fund Balance	11,572	38,664	52,738	21,288	(7,468)	-114.16%
<b>TOTAL EXPENDITURES</b>	<b>367,867</b>	<b>389,587</b>	<b>302,038</b>	<b>272,588</b>	<b>386,032</b>	<b>27.81%</b>
<b>POLICE PENSION FUND (80)</b>						
-Employer Contribution	860,228	1,023,006	900,000	900,000	1,100,000	22.22%
-Employee Contrib.	562,022	519,857	250,000	250,000	410,000	64.00%
-Invest. Income	3,810,382	4,079,287	900,000	900,000	1,100,000	22.22%
<b>TOTAL NEW REVENUE</b>	<b>5,232,632</b>	<b>5,622,150</b>	<b>2,050,000</b>	<b>2,050,000</b>	<b>2,610,000</b>	<b>27.32%</b>
Adjustment (To)						
From Fund Balance	(3,036,941)	(3,489,502)	(495,700)	(500,200)	(304,200)	-38.63%
<b>TOTAL EXPENDITURES</b>	<b>2,195,691</b>	<b>2,132,648</b>	<b>1,554,300</b>	<b>1,549,800</b>	<b>2,305,800</b>	<b>48.35%</b>
<b>DEBT SERVICE FUND (35)</b>						
-Property Taxes	505,921	1,372,823	2,036,929	2,036,929	2,044,886	0.39%
-Transfer From General Fund	884,195	833,396	818,344	818,344	831,850	1.65%
-Interest Earned/Misc./BAB credit	168,609	593,805	543,882	496,151	493,800	-9.21%
<b>TOTAL NEW REVENUE</b>	<b>1,558,725</b>	<b>2,800,024</b>	<b>3,399,155</b>	<b>3,351,424</b>	<b>3,370,536</b>	<b>-0.84%</b>
Adjustment (To)						
From Fund Balance	(185,235)	173,679	5,000	52,732	52,507	950.14%
<b>TOTAL EXPENDITURES</b>	<b>1,373,490</b>	<b>2,973,703</b>	<b>3,404,155</b>	<b>3,404,156</b>	<b>3,423,043</b>	<b>0.55%</b>

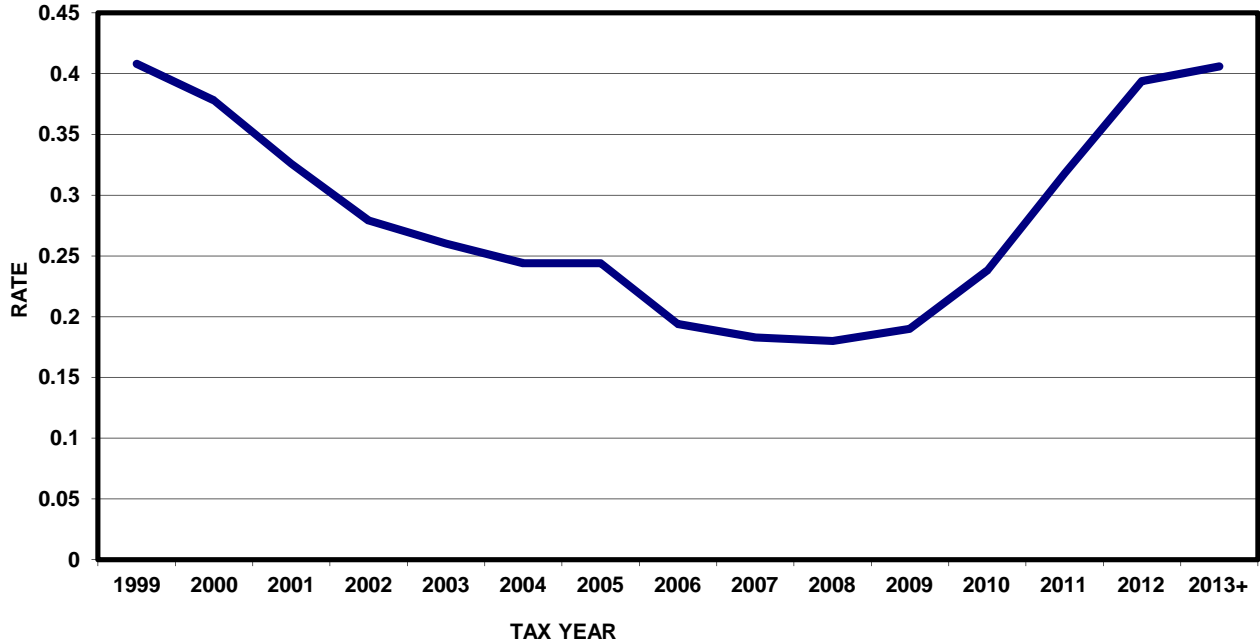
**BUDGET SUMMARY - FOUR YEAR COMPARISON**

FUND/REVENUE SOURCE	YR.END FY 11/12	YR.END FY 12/13	BUDGET FY 13A	EST.YR.END FY 13A	BUDGET FY 2014	% CHG BUDG FY13A->14
<b>INFRASTRUCTURE REPLACEMENT (22) including bond proceeds</b>						
-Transfers in,Bonds Proceeds net of t	26,418,028	4,899,527	1,400,000	1,400,000	1,500,000	7.14%
-Home Rule Sales Tax	1,040,583	1,221,791	650,000	650,000	900,000	38.46%
-Property Tax	45,306	45,538	45,000	45,000	82,885	84.19%
-Infrastructure Maintenance Fee	0	239,073	150,000	150,000	200,000	33.33%
-Other (TIF Surplus/Grants/Bond Proc	381,350	74,224	320,000	3,500	380,000	18.75%
-Interest Earned	4,912	23,370	1,500	4,500	1,500	0.00%
<b>TOTAL NEW REVENUE</b>	<b>27,890,179</b>	<b>6,503,523</b>	<b>2,566,500</b>	<b>2,253,000</b>	<b>3,064,385</b>	<b>19.40%</b>
Adjustment (To)						
From Fund Balance	(5,092,744)	7,475,510	2,914,500	3,230,823	(34,385)	-101.18%
<b>TOTAL EXPENDITURES</b>	<b>22,797,435</b>	<b>13,979,033</b>	<b>5,481,000</b>	<b>5,483,823</b>	<b>3,030,000</b>	<b>-44.72%</b>
<b>VEHICLE &amp; EQUIPMENT REPLACEMENT FUND (21)</b>						
-Interfund Transfer	559,608	532,484	359,884	359,884	570,939	58.65%
-Interest/Misc.	56,009	81,347	14,000	14,000	28,000	100.00%
<b>TOTAL NEW REVENUE</b>	<b>615,617</b>	<b>613,831</b>	<b>373,884</b>	<b>373,884</b>	<b>598,939</b>	<b>60.19%</b>
Adjustment (To)						
From Fund Balance	(179,693)	(308,764)	599,563	434,563	(318,939)	-153.20%
<b>TOTAL EXPENDITURES</b>	<b>435,924</b>	<b>305,067</b>	<b>973,447</b>	<b>808,447</b>	<b>280,000</b>	<b>-71.24%</b>
<b>EMERGENCY TELEPHONE SYSTEM (911) (17)</b>						
-Surcharge Revenue	331,506	372,377	233,000	233,000	350,000	50.21%
-Grant/Miscellaneous	3,454	3,648	3,650	3,650	3,650	0.00%
-Interest	5,657	4,777	3,600	3,600	7,000	94.44%
<b>TOTAL NEW REVENUE</b>	<b>340,617</b>	<b>380,802</b>	<b>240,250</b>	<b>240,250</b>	<b>360,650</b>	<b>50.11%</b>
Adjustment (To)						
From Fund Balance	(82,775)	(104,724)	298,694	27,351	200,021	-33.03%
<b>TOTAL EXPENDITURES</b>	<b>257,842</b>	<b>276,078</b>	<b>538,944</b>	<b>267,601</b>	<b>560,671</b>	<b>4.03%</b>
<b>SOLID WASTE SYSTEM (58)</b>						
-User Fees	461,887	476,927	316,000	316,000	500,900	58.51%
-Property Taxes	889,586	890,214	905,500	905,500	928,140	2.50%
-Miscellaneous	80,635	45,405	33,000	33,000	52,000	57.58%
-Interest	712	1,179	750	750	750	0.00%
<b>TOTAL NEW REVENUE</b>	<b>1,432,820</b>	<b>1,413,725</b>	<b>1,255,250</b>	<b>1,255,250</b>	<b>1,481,790</b>	<b>18.05%</b>
Adjustment (To)						
From Fund Balance	(124,970)	(70,034)	(225,652)	(258,377)	17,809	-107.89%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,307,850</b>	<b>1,343,691</b>	<b>1,029,598</b>	<b>996,873</b>	<b>1,499,599</b>	<b>45.65%</b>

### BUDGET SUMMARY - FOUR YEAR COMPARISON

FUND/REVENUE SOURCE	YR.END FY 11/12	YR.END FY 12/13	BUDGET FY 13A	EST.YR.END FY 13A	BUDGET FY 2014	% CHG BUDG FY13A->14
<b>COMM. STATION PARKING (60)</b>						
-User Fees	201,426	223,380	138,000	148,000	208,000	50.72%
-Misc. Revenue	0	22,514	0	0	0	N/A
-Interest	2,989	1,438	1,400	1,400	3,200	128.57%
<b>TOTAL NEW REVENUE</b>	<b>204,415</b>	<b>247,332</b>	<b>139,400</b>	<b>149,400</b>	<b>211,200</b>	<b>51.51%</b>
Adjustment (To)						
From Fund Balances	132,922	104,757	122,032	92,883	125,550	2.88%
<b>TOTAL EXPENDITURES</b>	<b>337,337</b>	<b>352,089</b>	<b>261,432</b>	<b>242,283</b>	<b>336,750</b>	<b>28.81%</b>
<b>TOTAL NEW REVENUES</b>	<b>65,077,039</b>	<b>47,419,012</b>	<b>29,395,131</b>	<b>29,094,725</b>	<b>39,380,160</b>	<b>33.97%</b>
Adjustment (To)						
From Fund Balance	(10,002,363)	3,838,157	6,684,875	5,091,278	1,923,088	-71.23%
<b>TOTAL EXPENDITURES</b>	<b>55,074,676</b>	<b>51,257,169</b>	<b>36,080,006</b>	<b>34,186,003</b>	<b>41,303,248</b>	<b>14.48%</b>

### VILLAGE PROPERTY TAX RATE - \$/\$100 OF EQUALIZED ASSESSED VALUATION



<b>REVENUES &amp; OTHER FINANCING SOURCES BY FUND TYPE</b>							
	<b>GENERAL</b>	<b>WATER</b>	<b>SEWER</b>	<b>REFUSE</b>	<b>OTHER SPECIAL REVENUE</b>	<b>CAPITAL PROJECTS</b>	<b>FIDUCIARY</b>
<b>REVENUES</b>							
<b>TAXES</b>							
REAL ESTATE	X			X	X	X	
STATE SHARED	X					X	
SALES TAX	X					X	
HOTEL	X						
TELECOMM	X				X		
<b>NON TAX REVENUES</b>							
LICENSES & PERMITS	X	X	X				
FINES & FORFEITS	X	X	X	X			
INTEREST, RENTS	X	X	X	X	X	X	X
INTERGOVERN. TRANSFER	X	X	X		X	X	X
CHARGES FOR SERVICES	X	X	X	X			
<b>OTHER FINANCING SOURCES</b>	X	X	X	X	X	X	X

<b>EXPENDITURES &amp; OTHER FINANCING USES BY FUND TYPE</b>							
	<b>GENERAL</b>	<b>WATER</b>	<b>SEWER</b>	<b>REFUSE</b>	<b>OTHER SPECIAL REVENUE</b>	<b>CAPITAL PROJECTS</b>	<b>FIDUCIARY</b>
<b>GENERAL GOVERNMENT</b>							
ADMINISTRATION	X						
FINANCE	X						
COMMUNITY DEVELOPMENT	X						
ENGINEERING	X						
<b>PUBLIC SAFETY/POLICE</b>	X				X		X
<b>PUBLIC WORKS</b>							
STREET	X				X	X	
WATER	X	X				X	
SEWER	X		X			X	
GARAGE					X		
REFUSE				X			
<b>DEBT SERVICE</b>	X	X			X		
<b>OTHER FINANCING USES</b>	X	X	X	X	X	X	X

## MAJOR BUDGET POLICIES AND OBJECTIVES

### VILLAGE GOALS

- To maintain a safe, healthy atmosphere in which to live and work.
- To provide for the Village's long-term financial stability.
- To respond in an efficient and effective manner to community needs.

### MAJOR BUDGET POLICIES FOR THIS FISCAL YEAR

- Base Salary Increase 1.5% non-union (public works & police union contracts expire April 30, 2014).
- Additional ½ secretary, as a part-time Community Development Secretary is reclassified to full-time.
- Review of all unfilled positions in light of economic circumstances.
- No new debt issuances.
- 2.5% increase in water, sewer and refuse rates.
- Use of fund balance drawdown from the General Fund to partially abate debt service and for capital project funding.
- Total Village property tax levy increase of 3% (\$153,042).
- Marginal increase in the property tax levy for General Fund operations; 2.5% increase for Refuse Fund and additional tax levy to fund debt service requirements and for capital improvements.
- First 12-month calendar year budget commencing January 1, 2014.

### MAJOR CAPITAL PROJECTS

Street Rehabilitation & Sidewalk Replacement Project. \$1.25 million program funded through the Infrastructure Replacement Fund (IRF) and Motor Fuel Tax (MFT).

Sewage Treatment Plant Replacement: The new sewage treatment plant has reached final completion. \$32 million in various GO debt previously issued with no further debt issuances required.

### ANALYSIS OF MAJOR BUDGET POLICIES AND OBJECTIVES; EFFECTS OF PLANNING PROCESSES

The Village Board annually updates and reviews the capital project program for a five year period towards developing stable financing for the immediate budget year and beyond. A financing program is developed based on results from the prior year, the economic conditions at the time and projections of major revenues and expenditures for the immediate and future budget years. In the past, the Village has used the dedicated revenues to the capital program, that is, the 0.25% home rule sales tax, TIF surplus distributions, MFT revenues, grants and transfers from the fund balances available, primarily from the General Fund. As necessary, the Village will issue debt to complete certain projects but this source is used sparingly. The Village issued \$9.075 million in debt during FY 12/13 for the following uses: \$5.875 million for first phase of the Library remodeling, \$3.2 million for the treatment plant.

The capital projects program is conservative this year due to the recent completion of the treatment plant. A substantial amount of new debt was issued in the past two years and the Village Board has decided to stretch out future projects to allow for funding from available sources without additional new debt. Although the General Fund is showing signs of recovering from the economic slowdown that affected results recently, the Water and Sewer Funds have not been covering their operating costs due to substantially reduced water usage (sewer use charges are based on metered water used). After consideration of the alternatives available and desirous of bringing the utility funds into balance, the Board has approved in this budget the following economic decisions:

- Increase the water, sewer and refuse rates by 2.5% each. These increases are necessary to provide for ongoing operation of these funds. Although the Water Fund is operating at a loss, FY 12/13 was the last year of debt service for a revenue bond out of this fund which eliminated approximately

\$485,000 in expenses for this fund in future years. This will allow this fund to return to balance in the near future. In the Refuse Fund, due to the escalator in the waste hauler contract, it is necessary for the fee and property tax revenue to the fund to increase in the same manner.

- The reduction in usage that has affected the Sewer Fund revenues appears to be structural and not due to the economic downturn, so the Village will continue to move forward with its long range plan to address that deficit, which calls for a 2.5% increase in the rate this year, followed by 2.5% increases in each of the subsequent years. This should bring the Fund to a balanced position and allow for some capital project funding.
- Use of approximately \$0.8 million in fund balance drawdown in the General Fund to offset the 2013 property tax levy used for debt service payment.
- Use of \$1.5 million in General Fund balance to provide for capital projects in the Infrastructure Fund.
- \$1.372 million in abatement of the 2013 debt service property tax levy for all non-WRF related debt service is included in the budget.

## **BUDGET PROCESS**

The budget is a master financial plan that represents services that will be provided to the community and the sources of funds required to perform these services. The budget developed by the Village is regulated through the Illinois Statutes and local ordinances. Pursuant to State Statute, the Village is a home rule municipality and as such it has, among other powers: (1) a wider range of revenue options available, (2) no tax rate maximum, and (3) the ability to issue general obligation debt without limit. The Village has been sparing in the use of the tax levy and until FY 2004/05 the only home rule revenue source utilized by the Village had been a 6% hotel tax. Subsequently, the Village has imposed a home rule sales tax at a current rate of 1% with a portion dedicated to the capital projects program.

The Budget Act allows for control of the budget at the fund level. However, the Village requires its department heads to control their budgets at the department or division level as appropriate.

The budget is analyzed in two parts - the operating budget and the capital program. The capital project plan has a longer term, and the current year component is incorporated into the operating budget. The operating and capital budgets are developed with a focus on long-term solvency. To maintain a long-term focus, the Village uses presentations of projected figures for the operating budget for two future years, in addition to the budget year, as well as the five-year capital project budget.

Budget Amendment. While it is rare for the Village to amend the budget, the Village can do so. Two-thirds of the corporate authorities then holding office may revise the budget, providing that funds are available for the designated purpose.

Debt Issues. The Village issued \$32.4 million in new debt in FY 2011/12 for capital projects. \$22.4 million in new debt was issued in September, 2011 of which \$4.0 million was for general capital projects, \$5.9 million was for the first phase of the Deerfield Public Library remodeling and \$12.5 million for the continued funding of the new wastewater treatment plant. An additional \$10 million was issued in February, 2012, and \$3.2 million in December, 2012, for rehabilitation of the wastewater treatment plant and \$5.875 million for the Deerfield Public Library renovation project. Outstanding debt as of December 31, 2013, includes the entire \$10 million 2012 issue, \$8,410,000 of the 2013 issues, \$21,530,000 of the 2011 issues, \$10,890,000 of the Series 2010 Build America Bonds, and \$4,075,000 of the Series 2008 issue. The Village retired \$1,135,000 of debt and the Library retired \$515,000 of debt in the eight month period ending December 31, 2013.

As indicated above, substantial additional debt was necessary over the past two years to support the Village's capital program, especially the \$32 million treatment plant project, and funding for the Deerfield Public Library project. The Village has maintained its Aaa bond rating through these issues and although this debt will carry a full faith and credit backing to provide for the lowest possible interest rate, the Village has applied for and received significant savings through the Federal Build America Bonds and Qualified Energy Conservation Bonds programs. Also, the interest rate environment recently has allowed the Village to receive

historically low interest rates on its tax exempt debt. The combination of these circumstances will save the Village residents significant sums in debt service costs over the life of the issues.

Operating Budget. The budget process is a continuous one for Village staff, the Village Manager and members of the Board of Trustees. There are regular reviews of priorities and goals and the means to accomplish them. In joint meetings with department heads, supervisors prepare their operating budgets, which are reviewed and adjusted by the department head, prior to further review by the Finance Director and the Village Manager. After these reviews by the Village staff, the preliminary budget is prepared and sent to the Mayor and Board of Trustees. At that point, the Board meets as a Committee of the Whole to review and discuss proposed operating expenditures, existing and potential revenue sources, and requirements of the Village's capital project needs. Highlights from the budget are presented by staff members and the Village Board conducts a line-by-line budget review. Specific programs and projects are addressed as they relate to the present and future needs of the Village residents.

Capital Program. In its capital projects program, the Village identifies long lasting construction expenditures in excess of \$10,000. These expenditures are shown in the Capital Projects Fund Section. These projects are initiated from a number of sources, including the Director of Public Works and Engineering, other Village personnel, the Village Board, members of the public, or outside professional consultants. These items are prioritized by staff members, including the Director of Public Works and Engineering, the Village Manager and the Finance Director. They are then submitted to the Village Board for consideration, prior to presentation at a public hearing. During the process of prioritization, the available methods of financing are also reviewed.

Effects of Capital Projects on Operating Budget. Major capital projects in this year's budget include:

- Street, Sidewalk and Curb Rehabilitation Projects. These projects will not significantly reduce maintenance costs. With the square footage expected, we anticipate an ongoing reduction of less than \$8,000 per year in lower spring patching costs and avoidance of slip and fall liabilities.
- Engineering Design: Engineering design work will be completed for the Northtrails Subdivision, Briarwood Vista and Pfingsten/Kates Road bridge in order to prepare for construction work to be completed in 2015. Additionally, right-of-way acquisition is being pursued for the south side of Deerfield Road in order to accommodate sidewalk rehabilitation in future years. Construction work will be completed in 2015 and 2016, following engineering design work in 2014. *Operating Effect:* The new construction will help lower maintenance costs and the savings to the operating expenses is negligible. The roadway and water main infrastructure has reached the end of its lifecycle.
- Sewer Projects: This consists of the sewer lining program, as well as the continuation of inflow and infiltration (I/I) consulting services and the sewer inspection program. These projects will extend the life of the Village's underground sewer system and reveal deficiencies in the system that will guide staff during future planning years and reduce the unnecessary treatment of storm water at the wastewater treatment plant. Sewer improvements will help reduce operating expenses marginally and the diversion of storm water from the wastewater treatment plant is anticipated to reduce operating expenses. *Operating Effect:* By removing I/I from the outside of the 376 homes in the northwest and northeast quadrant that have been identified to have deficiencies, roughly 2 million gallons of storm water will be diverted from the wastewater treatment plant during a 60 minute peak rainfall, which equates to an operating reduction of \$3,400 per event.

## **INFRASTRUCTURE MANAGEMENT**

The Village believes that ongoing maintenance of its infrastructure and equipment is of prime importance to reduce the risk of emergency repairs and avoid the cost increases of deferred maintenance. To finance capital projects, the Village utilizes standard capital raising techniques such as General Obligation and Revenue Bond Issues, as well as pay-as-you-go practices when reasonable. Two examples of the pay-

as-you-go program are (1) the Vehicle and Equipment Replacement Fund and (2) the Infrastructure Replacement Fund. The purpose of the Vehicle and Equipment Replacement Fund is to keep annual expenses in balance while providing sufficient funds for the replacement of vehicles and major equipment items that cost in excess of \$5,000. The Vehicle and Equipment Replacement Fund is fully funded. The Village also has established an Infrastructure Replacement Fund to provide funding for ongoing maintenance of the Village's infrastructure, primarily streets and underground improvements. There is a reduced level of scheduled projects this year in anticipation of major projects for 2015. Funding for the capital project program is from grants, a portion of the home rule sales tax, and MFT funds.

## MAJOR REVENUES

The Village has varied sources of revenue available as a home rule municipality. As such, it is not dependent on one source of revenue that may be adversely affected by economic conditions and has the flexibility to adjust current revenue rates or implement new revenue sources as it sees fit. Projection methods and economic effects on the revenue, if applicable, are discussed within each revenue presentation.

**Property Tax - \$5,254,471** - Property taxes are anticipated to be levied for the General Fund, Refuse Fund, IRF and a portion of the debt service for the outstanding issues. Deerfield is a home rule municipality, and, as such, has no limit on the amount it can levy for property taxes. The assessed property levels (net for taxing purposes) in the Village had shown sustained growth until the 2009 tax year; in that year, the addition of the TIF #2 EAV to the taxable list was offset by a drop in value for the existing taxable property due to the real estate slowdown. (The Village collection on its property tax levy has averaged 99+% over the last five years). The EAV is expected to continue to drop in tax year 2013 as the effects of the slow market impact the overall assessments in the Village, both residential and commercial. Since the Village is home rule and collects nearly its entire levy regardless of the change in EAV, the property tax revenue is based on the approved levy.

As indicated, the 2012 property tax levy for operating funds were slightly reduced from the 2011 approved levy. The Village Board has historically kept increases to a minimum to provide relief in this area to property owners knowing that the major portion of the debt service for the treatment plant will be property tax supported. The property tax components for the 2013 levy (with 2012 levels in parenthesis) are: General Corporate – 42% (41%), Refuse Services – 17% (18%), Infrastructure Fund – 1.5% (1%), Debt Service – 39% (40%). All of the 2013 property tax will be received during the 2014.

## EQUALIZED ASSESSED VALUATION

<u>Tax Levy Year</u>	<u>Net for Taxing Purposes</u>	<u>Incremental (TIF) Valuation</u>	<u>Total</u>
2002	871,070,465	221,617,893	1,092,688,358
2003	921,735,951	223,387,645	1,145,123,596
2004	992,399,806	235,599,719	1,227,999,525
2005*	1,245,632,882	66,888,404	1,311,416,290
2006	1,371,881,605	74,101,285	1,445,982,890
2007	1,534,804,968	83,146,886	1,617,951,854
2008	1,577,953,846	84,212,560	1,662,166,406
2009	1,586,409,629	0	1,586,409,629
2010	1,501,605,590	0	1,501,605,590
2011	1,392,522,439	0	1,392,522,439
2012	1,293,263,968	0	1,293,263,968

\* The Village's TIF District 1 was terminated for the 2005 tax year; District 2 for the 2009 tax year.

As property in Illinois is generally assessed at one-third of actual market value, this results in an estimated total market value of \$3.88 billion for all taxable property in the Village for 2012, which is a drop of \$297 million in total value from 2011.

**Sales Tax** - \$5,100,000 regular / \$4,100,000 home rule -projected- Sales tax, which is now the Village's largest single General Fund revenue item, is a 1% tax (regular) on the exchange of all tangible personal property within the Village, and the Home Rule tax, which is an additional 1% on items that are not titled (autos) or groceries or drugs. This tax is collected by the State and remitted to the Village. The home rule tax was increased from 0.5% effective January 1, 2009.

This revenue source, on a gross basis including the Walgreens National activity, decreased last year with estimated gross regular sales tax declining about 39% during the shortened 8 month fiscal period and only decreasing 8% when annualized. However, net of the Walgreens rebate, the regular sales tax decreased 34% during the shortened 8 month fiscal period and only decreasing 1% when annualized. Based on this recent activity and the state of the local and area economy, the projection is for the tax revenue to remain consistent with previous 12 month periods. The fact that major retailers have closed is offset by new retailers at Deerbrook Mall which will be undertaking a significant redevelopment to enhance the attractiveness of that center.

The home rule tax is split between the General Fund and the IRF, with ¼ going to the IRF for capital project funding and the balance to the General Fund. In addition, the amounts above are gross amounts received by the Village. The Village has a long standing agreement with Walgreen National Corp. to rebate 80% of the Village sales tax that the firm pays. The amount of the rebate is projected at \$3.1 million for 2014. That expense is budgeted in the Finance Dept. budget.

**Income Tax** - \$1,500,000 projected - The Village receives a portion of the State of Illinois Income Tax receipts which is distributed by formula based on population. This projection is based on the estimates of the Illinois Municipal League and is consistent with previous 12 month periods. The Village's population declined by less than 200 in the recent census so a marginal decrease is observed in the dollar amount allocated to the Village. State revenue has slowly been recovering. However, this revenue source is subject to the discretion of the state legislature and can be decreased or totally retained by state legislative action; there was unsuccessful action to do this in the recent state legislative session.

**Hotel/Motel Tax** - \$1,550,000 projected - This revenue source had been substantially affected by the downturn in business travel since fiscal year 2007-08 but is budgeted at a 40% increase from last year due to the lengthened fiscal period. This revenue is very sensitive to the economy and other external sources as our six hotels cater mainly to the business traveler. The receipts have remained constant over the past two years and the projection is based on this trend to continue. None of the six hotels have closed or indicated that they intend to close; their business is supported by the number of corporate businesses in the Village, especially in the pharmaceutical area which has maintained some strength. The Village levies a 6% tax on room occupancy charges pursuant to its home rule authority.

**Investment Earnings** - \$1,248,050 projected - The largest portion is earned in the Police Pension Fund, where \$ 1.1 million (88%) is budgeted from a combination of equities and fixed income securities. The projections are based on existing investments and on amounts to be invested in the coming year. Short term interest rates remain at historically low levels, and the spending down of fund balances for operations and capital projects has decreased the investable assets of the operating funds and hence their income from this source.

**Building Permit Revenue** - \$ 749,000 projected - This revenue, which is tied directly to building and remodeling activity in the Village, increased last year due primarily to the construction permit fees from commercial and residential remodeling. Similar building activity is forecast for the coming year as the local economy continues to stabilize and residents remodel their existing homes rather than move due to the stagnant real estate market. The Village has been buffered somewhat from the overall downdraft in real estate due to the concentration of health care related companies located here, with corporate or North

American headquarters locations for Walgreens, Takeda Pharmaceuticals, Mondelez International (former Kraft Foods snack division), Baxter, Fortune Brands, CF industries and others. Also, the Village continues to remain an attractive residential community with quality schools and local services. The desirability of the Village's residential community is exemplified by two new rental developments by developers AMLI and Woodview, which broke ground right before the new year and anticipate opening in 2015.

**User Charges** - Village budget policy requires that those funds that can be reasonably financed by a user charge be so financed:

**Water** - \$4,114,000 projected - The budgeted amount for water sales, is based on the rate of \$3.98 per 100 cubic feet. This rate reflects a raise of 2.5% this year to keep pace with higher wholesale costs of water from the City of Highland Park and increased operating expenses in this fund. Usage continues to stagnate. This fund is in a deficit position but FY 12/13 was the final year of debt service for the 2003 issue which has resulted in an expense reduction of \$485,000. The current revenue projections should allow the fund to return to a balanced position in the near future.

**Sewer** - \$2,730,000 projected - The budgeted amount for sewer charges, is based on water usage and a sewer charge of \$3.07 per 100 cubic feet. This rate reflects an increase of 2.5%. The recent revenue stream in this fund has not been sufficient to cover operating expenses and the Board determined to increase rates by 10% two years ago, 5% last year and followed by a 2.5% increase this year. Demand as indicated by water usage is stagnant and shows no sign of any significant increase. The increases in rates will bring this fund into a balanced position.

**Refuse** - \$500,900 projected - The budgeted amount for direct customer refuse billing, is based on a 2.5% increase in the user fee to \$7.00 per month. The contractual refuse service is funded through a combination of user charges and a property tax levy. The Village entered into a five year contract with a new waste hauler, Waste Management, effective April 1, 2011 at a substantially reduced rate. The base service that will be charged through the Village will be once a week curbside. Any optional service is billed directly by the hauler to the customer. The user fee will keep pace with the CPI inflator in the contract.

## **FINANCIAL CONDITION OF THE FUNDS**

**Fund** - The fund is a self-balancing group of accounts that includes revenues, expenditures, assets and liabilities. Each fund has some specific purpose; funding a pension, providing for the treatment of sewage, or funding capital maintenance or replacement programs. The way to distinguish a fund from an activity is that a fund will have exclusive revenue items as well as expenditures. Normally expenses are to be balanced with revenues within a fund.

Generally the funds of the Village are in sound condition and, if the budget performs as projected, they will continue to have available balances by year-end. As indicated above, the revised sewer and water rates will enable those funds to balance operating revenues with operating expenses in the near future.

## **FINANCIAL CONDITION OF THE VILLAGE**

The Village continues to be in excellent financial condition. This is indicated by:

- Moody's bond rating of Aaa.
- Continued stability in sales tax revenue.
- Relatively stable equalized assessed valuation for property tax purposes.
- Debt issuance only for large cost, long-lived projects.
- Continued full required funding contribution of pension costs.
- Continuing maintenance of the Village plant and equipment.
- Full funding of the Vehicle and Equipment Replacement Fund.

## **FUTURE YEARS' PROJECTIONS**

The Village projects its Operating Fund two years into the future. Estimates are conservative. The Village is assuming a general increase of 2% for items not guaranteed by contract or other similar surety. In addition, the Village is assuming a 4% increase in the wholesale cost of water purchased from Highland Park and a 3% increase in the waste hauler contract. The Village is tentatively assuming a 2.5% increase in user rates for the water, sewer and refuse funds to keep pace with increased costs in each of these funds.

## **PERSONNEL**

There is an additional ½ secretary added to this budget as the part-time Community Development Secretary has been reclassified to full-time to meet the increased demand in residential building permits that is expected to continue. As employee turnover occurs due to retirements and departures, positions are reevaluated to ensure that the manpower is necessary and that the proper skill sets are acquired as positions are filled.

## **DEVELOPMENT ACTIVITIES**

The focus of the Village over the past ten years has been in the redevelopment of the downtown which has been substantially completed. The Village formed an ad-hoc committee to study redevelopment of the northwest quadrant of the downtown; a mixed use redevelopment proposal was preferred in 2007 but is on hold due to the general problems with real estate of all classifications. The committee has proposed a remodeling of the area to incorporate a park and redeveloped parking to serve the businesses and public uses within the quadrant. This plan was presented to the Village Board and is now undergoing further review with the Plan Commission.

The Village has not been immune to the general downturn in residential property values. However, the price decreases have not been as drastic as other areas of the country or even this region; homes in foreclosure number less than 25 out of 6500 at last count. As the assessment procedure uses three years of market activity, the assessed value of existing property has had four years of decline, approximately 4.5% for tax year 2009, an additional 5% for 2010, 6% for 2011, and an additional 7% for 2012. As the Village is a home rule unit, it is not dependent on the level of assessed value to increase property taxes but this situation does affect the school and park districts which are non-home rule.

Otherwise, building activity in the residential arena continues with primarily remodeling activity in the residential and commercial sectors. Permit fees continue to remain strong. The near future in commercial activity will also be in the remodeling area with slightly higher overall building permit fees as a result. Two residential developments (AMLI and Woodview) broke ground just prior to the new year and will bring significant building permit fees to the Village.

The Village is fortunate to have become the headquarters location for a number of large, international pharmaceutical and health related industries including long established firms like Walgreens, Baxter and Takeda North America. Fortune Brands, United Stationers and CF Industries also have corporate headquarters in the Village. The Village has recently become the corporate headquarters for Mondelez International, the international snack foods operation of Kraft. These firms continue to fill and remodel existing office buildings and attract support companies to the area. This activity continues to provide a foundation for the micro-economy of the immediate area and has helped support local businesses and residential housing due to the influx of new employees. New retail activity has shown recent signs of stirring, primarily in development of new, relatively local-based restaurants.

This continued interest in the residential and commercial development of the Village should ensure future strength in the property values of the Village. Staff is constantly reviewing service delivery in all areas to ensure that our high service levels are maintained through this growth.

## BUDGET CALENDAR

### BUDGET PREPARATION AND LEGISLATIVE ENACTMENT FOR CALENDAR YEAR 2014

<u>DATES *</u>	<u>OPERATING TIMETABLE</u>	<u>RESPONSIBILITY CENTER</u>
August 1-9	- Final preparation of department budgets	Department heads, staff
August 9	- All departmental budgets requests entered into Munis budget module	Department heads, staff
August 12 – August 30	- Manager reviews budget with department heads; further review when necessary	Village Manager, Finance Director, Department heads
September 16	- Adopt ordinance calling for tentative budget and publication	Board of Trustees
September 20	- Budget to Mayor and Board of Trustees for review	Finance Department
September 20 - October 25	- Review by Mayor and Board of Trustees	Mayor and Board of Trustees
October 1	- Commence budget review meetings	Mayor and Board of Trustees, Finance Director, Department heads
October 3	- Proposed budget placed on file for review by public	Staff
November 4	-Public hearing on proposed 2014 calendar year budget	Mayor and Board of Trustees, Staff
November 7	-Publish 2013 Tax Levy hearing notification	Staff
November 18	-Approve 2014 calendar year budget	Mayor and Board of Trustees
November 18	-Public hearing on 2013 Tax Levy	Mayor and Board of Trustees
December 2	- Approve 2013 Tax Levy to fund calendar year 2014	Mayor and Board of Trustees
Jan. 1, 2014	- Budget Effective Date	
Jan.-Dec. 2014	- Implement and Administer Budget	Staff
Jan.-Dec. 2014	- Review of Progress toward Goals and Objectives	Staff, Mayor and Board of Trustees
*all 2013		

DEPARTMENT	2008	2009	2010	2011	2012	2013	2013A	2014
VILLAGE MANAGER	3	3	3	2	5	5	5	5
FINANCE	10	10	10	10	8	8	8	8
COMMUNITY DEVELOPMENT	7	7	7	7	7	7	7	8
<b>PUBLIC WORKS:</b>								
ADMINISTRATION	4	4	4	4	4	4	4	4
ENGINEERING	3	3	3	2	2	2	2	2
STREETS	7	7	7	7	7	7	7	7
UTILITIES MAINTENANCE	15	15	15	14	14	14	14	14
SEWAGE TREATMENT PLANT	8	8	8	8	8	8	7	7
GARAGE	2	2	2	2	2	2	2	2
<b>TOTAL PUBLIC WORKS</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>36</b>	<b>36</b>
<b>POLICE:</b>								
ADMINISTRATION	7	7	7	7	7	7	7	7
COMMUNICATIONS	8	8	8	8	8	8	8	8
INVESTIGATIONS/YOUTH	7	7	7	7	7	7	7	7
PATROL	31	31	31	31	32	32	33	34
<b>TOTAL POLICE</b>	<b>53</b>	<b>53</b>	<b>53</b>	<b>53</b>	<b>54</b>	<b>54</b>	<b>55</b>	<b>56</b>
<b>TOTAL</b>	<b>112</b>	<b>112</b>	<b>112</b>	<b>109</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>113</b>

Part time Employees - Full time equivalent

DEPARTMENT	2008	2009	2010	2011	2012	2013	2013A	2014
VILLAGE MANAGER	0.6	0.6	0.6	1.4	1.4	0.2	0.2	0.2
FINANCE	0.2	0.2	0.2	0.1	0.1	0.1	0.1	0.1
COMMUNITY DEVELOPMENT	0.0	0.6	0.6	0.6	0.6	0.6	0.6	0.0
<b>PUBLIC WORKS:</b>								
ENGINEERING	0.3	0.3	0.3	0.8	0.8	0.8	0.8	0.8
STREETS	1.2	1.5	1.5	1.5	1.5	1.5	1.5	1.5
UTILITIES MAINTENANCE	1.5	1.7	1.7	1.7	1.7	1.7	1.7	1.7
SEWAGE TREATMENT PLANT	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
<b>TOTAL PUBLIC WORKS</b>	<b>3.3</b>	<b>3.8</b>	<b>3.8</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>	<b>4.3</b>
<b>POLICE:</b>								
ADMINISTRATION	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
COMMUNICATIONS	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
INVESTIGATIONS/YOUTH	0.8	0.8	0.8	0.8	0.0	0.0	0.0	0.0
PATROL	1.8	1.8	1.8	1.8	1.8	1.8	1.8	1.8
<b>TOTAL POLICE</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>
<b>TOTAL - PART TIME - FTE</b>	<b>7.7</b>	<b>8.8</b>	<b>8.8</b>	<b>10.0</b>	<b>9.2</b>	<b>8.0</b>	<b>8.0</b>	<b>7.4</b>

## SUPPLEMENTAL INFORMATION

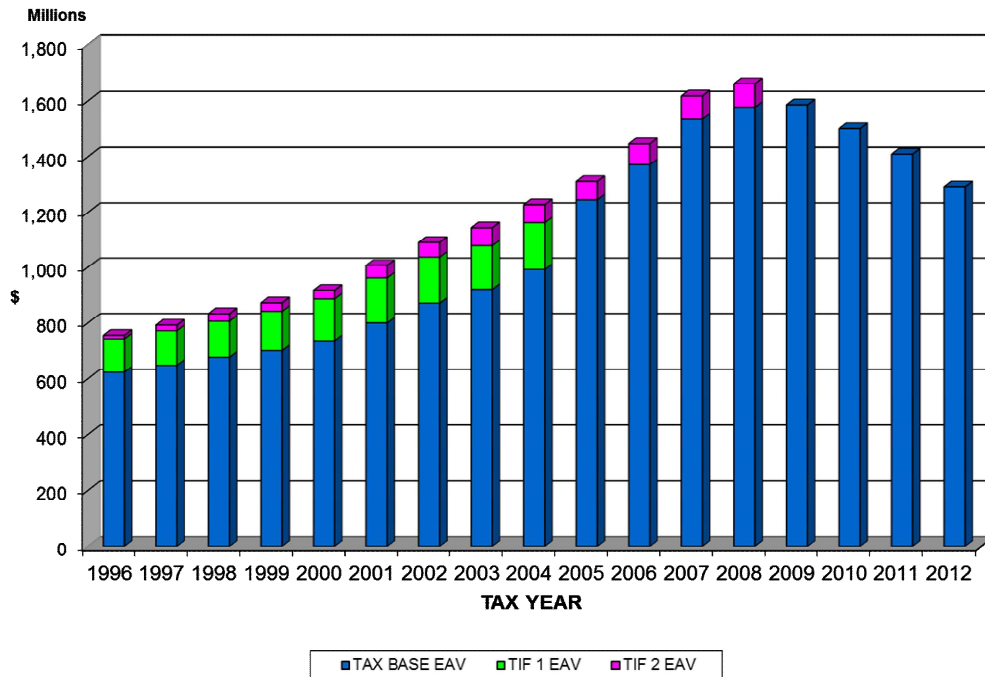
### The Village at a Glance

Incorporated in 1903 and located 27 miles north of downtown Chicago, the Village is predominantly a community of single-family homes. The 2000 Census recorded a population of 18,420 and 6,518 housing units within a land area of 7.0 square miles. The Village's population has increased by 7.4% from 1980, whereas the number of housing units in the Village has grown by 20%, indicating a continuing trend toward smaller household sizes.

<u>Year</u>	<u>Population</u>	<u>Housing Units</u>
1980	17,430	5,489
1990	17,327	6,052
2000	18,420	6,518
2010	18,225	6,636

Deerfield is recognized as one of the State's wealthiest communities. The Census Bureau estimates that in 2009, Deerfield's median family income was \$151,595 was 2.2 times greater than the statewide median of \$67,660. The Village's \$571,000 Median Home Value in 2009 Census was 285% of the statewide median of \$200,400. Although this increase in Median Home Value has aided the rise in assessed valuation, recent trends indicate that the equalized assessed value will stabilize for tax year 2013 after falling for four straight years. Foreclosure activity has remained low with an estimated 1% of the housing in this status.

### EAV GROWTH



Note: Both TIF's have been retired and their increment assessed value in now in the base EAV.

**The Commercial Tax Base**

In addition to the residential areas of Deerfield, the Village's tax base also includes a number of corporate headquarters facilities and other commercial establishments. The Village's larger office buildings are located primarily along the north-south I-294 Tollway, which is in the western part of the Village, and the east-west Lake Cook Road corridor, a four-lane road near the southern boundary of the Village. Other commercial areas include Deerfield's downtown business district, which has undergone a major redevelopment, and various retail and service firms along Waukegan Road and Deerfield Road. The following table lists the largest taxpayers in the Village (latest available information):

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>% of Total Taxable Assessed Valuation</u>
Arden Realty, Inc.	\$37,312,352	0.96%
Scott Dressing, Sr Mgr Taxation	32,552,216	0.84%
JBC Funds Parkway North LLC	31,279,964	0.81%
CRM Properties Group	14,453,476	0.37%
RREEF America Reit Agent Corner Partners	6,814,044	0.18%
Walgreens Co RE#00001-2	6,313,526	0.16%
Walgreens Co RE#1079-2	6,002,933	0.15%
AEW-DOW Deerfield, LLC	5,980,952	0.15%
% Deloitte PTS	5,662,002	0.15%
CRP Holdings Pflingsten	5,109,668	0.13%
Total	<u>\$151,481,133</u>	<u>3.90%</u>

*Data Source: Lake & Cook County Clerk's & Assessor's Offices.*

The table below lists the ten largest employers in the Village as determined by Lake County Partners:

<u>Employer</u>	<u>Business/Service</u>	<u># of Employees(1)</u>
Walgreen Company	Corporate Headquarters	4,200
Baxter International	Health Care Products	4,000
Takeda Pharmaceuticals	North American Headquarters	1,776
Mondelez International, Inc.	Snack Food Manufacturing	1,200
Astellia US Technologies	Corporate Headquarters	900
United Stationers	Office Supplies	700
Cornerstone Deerfield	Non-Classified	500
Illinois Student Assistance Comm	Administration of Education Programs	499
Jim Beam Brands	Distilled and Blended Liquors	430
Elexa Consumer Products	Household Audio and Video Equipment	350

The following municipal services and facilities are available in the Village of Deerfield:

Number of Full-Time Employees (FTE)	120
Miles of Streets	76
Miles of Alleys	4
Miles of Sewers	151
Police Protection:	
Number of Stations	1
Numbers of Police Officers (authorized)	39
Library Services:	
Number of Branch Libraries	1
Number of Books	175,000
Circulation	342,922
Recreation Facilities:	
Number of Parks and Playgrounds	20
Park Area in Acres	360
Municipal Water Utility:	
Service Locations	6,783
Average Daily Water Pumped (gals)	3,323,234
Miles of Water Mains	84

### **Municipal and Other Governmental Services**

The Village of Deerfield is governed by a President/Mayor and Board of six Trustees, all of who are elected on an at-large basis. Pursuant to a referendum on April 15, 1975, the Village is a home rule unit under Illinois law. In 1952, the Village adopted an ordinance creating the position of Village Manager. The Manager is responsible for the day-to-day operations of the Village and its employees, of which 39 are sworn police officers. The Village has collective bargaining units among Village employees representing the patrol officers and public works employees. The Village has a complex of governmental buildings including the Village Hall (constructed in 1959), the Police Building addition to the Village Hall (constructed in July, 1980, and remodeled in 2002) and the Village Hall Addition and remodeling in 2007. The Village's Public Library was constructed in 1971. The Library Board has undertaken a space needs study towards a plan for improvements to the existing building including modernization of the occupied space to meet accessibility codes. In 2010, an advisory referendum to provide for a \$13 million remodeling of the Library was approved by voters. The Library Improvement project was completed in 2013. In 1988 the Village and the Deerfield Park District (a separate jurisdiction) constructed a \$3,300,000 public works garage. An enhanced 911 telephone emergency system was installed in 1991. Construction of a \$5.5 million senior center was completed in September, 2003.

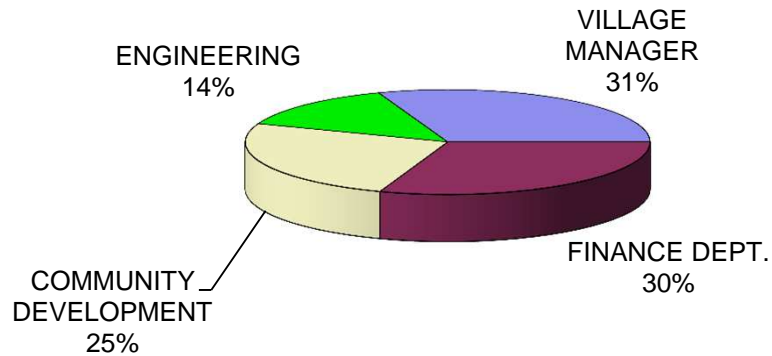
Deerfield has purchased Lake Michigan water from the City of Highland Park on a contractual basis since 1913. The Village maintains three pumps at the reservoir in Highland Park and has 84 miles of water mains through which approximately one billion gallons of water per year flow. The Village has a one million gallon elevated tank, a 4.3 million gallon underground reservoir and a 2.0 million gallon underground reservoir. The Village recently entered into a new, long term agreement with Highland Park that will allow for the reconstruction of its water treatment facility. This agreement was approved in 2008 and will continue annual increases in the wholesale cost of water to Deerfield, but in tandem with increases in the retail rate charged by Highland Park to its own residents.

The Village is served by separate sanitary (75 miles) and storm (75 miles) sewers with sanitary treatment provided by the Village owned sewage treatment plant. The Village's treatment plant was expanded in 1978. The plant has a hydraulic design capacity sufficient to serve a population of 30,000. After a comprehensive sewer system study recommended reconstruction of the plant, the Village entered into a contract in FY 10/11 for the replacement of the entire treatment facility. The treatment facility replacement was completed in 2013 and is functioning as designed.

**BUDGET REQUEST - 2014**  
**ADMIN. SUMMARY (FINANCE, VILLAGE MANAGER, COMM. DEVELOP., ENGINEERING)**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	2,830,206	2,140,530	2,120,277	3,084,291	44.09%
TRAINING & DEVELOPMENT	14,747	31,197	20,000	32,250	3.38%
CONTRACTUAL SERVICES	5,016,204	3,457,370	2,950,756	4,522,886	30.82%
COMMODITIES	29,748	37,533	37,333	52,250	39.21%
UTILITIES	36,207	28,503	25,854	38,100	33.67%
CAPITAL OUTLAY	44,583	94,450	90,960	38,050	-59.71%
CAPITAL IMPROVEMENTS	31,336	36,200	36,000	56,000	54.70%
TRANSFERS OUT	2,537,464	2,255,230	2,255,230	2,385,918	5.79%
<b>TOTAL</b>	<b>10,540,495</b>	<b>8,081,013</b>	<b>7,536,410</b>	<b>10,209,745</b>	<b>26.34%</b>

**ADMINISTRATIVE FUNCTIONS\***



\*chart does not include transfers out or economic development payments

## FINANCE DEPARTMENT

The Village's Finance Department provides all accounting services, performs investment and cash management activities and coordinates capital financing, purchasing, budget preparation and control, payroll processing, risk management including medical insurance, police pension processing and accounting, as well as annual audit preparation and compliance. As required by statute, the Director of Finance, as Treasurer, provides regular reports on the fiscal condition of the Village to the Mayor and Board of Trustees. The Department is also responsible overall for human resources, risk management and labor management.

The Finance Department is staffed by the Director of Finance, the Village Accountant, a Human Resources Coordinator, two principal accounting clerks, a finance clerk, a cashier-receptionist and a building custodian. During Fiscal Year 2013A, the Assistant Finance Director position was replaced by a Human Resources Coordinator. No personnel changes are expected for 2014.

The Director of Finance/Treasurer coordinates all of the financial affairs of the Village, establishes and maintains necessary controls, and supervises the employees and activities of the Finance Department.

The Departmental Objectives for the 2014 are as follows:

- Review finance department processes and implement new processes as necessary (carryover).
- Prepare for implementation of new GASB requirements for *Accounting and Financial Reporting for Pensions*.
- Complete the annual Budget and Comprehensive Annual Financial Report and apply for the respective GFOA awards in each of these categories (annually).
- Complete negotiations for renewal of contracts with Public Works and Police Patrol unions.

Accomplishments 2013A fiscal year (\*denotes 2013A Departmental Objective):

- Completed the 2013A annual budget document, applied for and received the GFOA Distinguished Budget Presentation Award for the twenty-third consecutive application.\*
- Completed the 2012-13 comprehensive annual financial report, applied for and received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the twenty-eighth consecutive year.\*
- Completed one year extension of Public Works union contract.\*
- Recruited and hired for the new Human Resources/Risk Management Coordinator.
- Completed transition to a calendar year end.\*
- Completed implementation electronic invoice approval.

Work Statistics

2008

2009

2010

2011

2012

2013

Village bond rating	Aaa	Aaa	Aaa	Aaa	Aaa	Aaa
Outstanding debt per capita	\$336	\$368	\$335	\$940	\$2,679	\$3,064
	Increase due to new debt for the Wastewater Treatment Plant.					
Water, Sewer and Garbage Bills Issued	29,712	29,855	30,912	31,050	30,830	30,737
Checks Processed	3,997	3,615	3,685	3,685	3,871	3,443
Vehicle Licenses sold	12,849	12,526	12,690	12,652	12,637	12,408
Investment Transactions	28	15	15	25	15	125
	Increase due to Pension Fund hiring an Investment Manager in 2013.					
Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes	Yes
Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes	Yes	Yes

**BUDGET REQUEST - 2014  
FINANCE  
DEPARTMENT**

**101111-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	882,909	677,500	653,300	967,500	42.80%
TRAINING & DEVELOPMENT	2,473	5,850	5,600	8,050	37.61%
CONTRACTUAL SERVICES	4,250,482	2,664,300	2,257,263	3,508,420	31.68%
COMMODITIES	8,912	9,750	9,250	14,500	48.72%
UTILITIES	17,723	14,750	13,000	19,700	33.56%
CAPITAL OUTLAY	7,465	13,600	13,600	1,250	-90.81%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	2,518,063	2,241,455	2,241,455	2,366,517	5.58%
<b>DEPARTMENT TOTAL</b>	<b>7,688,027</b>	<b>5,627,205</b>	<b>5,193,468</b>	<b>6,885,937</b>	<b>22.37%</b>

## GENERAL ADMINISTRATION

### MAYOR AND BOARD OF TRUSTEES

The legislative branch of the Village is responsible for interpreting the wishes of the community and determining the policies under which the Village operates. The residents of Deerfield elect the Mayor and six Trustees to four year overlapping terms for which they receive no compensation.

### BOARDS, COMMISSIONS, AND COUNCILS

There are nineteen independent commissions, councils, and boards authorized by the Mayor and Trustees or required by State law that are appointed to advise and assist the Board of Trustees in its policy decisions. These councils also conduct hearings that pertain to their function. All positions on these boards are non-salaried.

1. Board of Local Improvements - Consists of seven members (the Mayor and the Board of Trustees). Makes recommendations to the Trustees regarding those things that it feels should be done to improve the Village by special assessment, special taxation, or otherwise. The Village Clerk is secretary to the Board.
2. Plan Commission - Consists of seven members plus the Mayor (ex-officio), serving three-year overlapping terms, except the Mayor who serves a four-year term. Members are appointed by the Mayor with the advice and consent of the Board of Trustees, and the chairman is designated for a one-year term in the same manner. The Plan Commission is responsible to the Board of Trustees for holding public hearings and making recommendations regarding the Comprehensive Plan, annexation, sub-division, and zoning (land use, ratio of building to land area, and building height).
3. Board of Zoning Appeals - Consists of seven members who serve five year overlapping terms. Appointed by the Mayor with the advice and consent of the Board of Trustees. Responsible to the Board of Trustees to hear and make recommendations on applications for variations to the provisions of the zoning ordinance, and to hear and rule on appeals from orders or decisions made by the administrative officer enforcing the zoning ordinance.
4. Board of Police Commissioners - Consists of three members, each serving three-year overlapping terms. Appointed by the Mayor with the advice and consent of the Board of Trustees. Responsible for all appointments, promotions, and dismissals involving sworn officers, and conducts entrance and promotional examinations.
5. Police Pension Board - Has five members who serve two-year terms, including two civilians appointed by the Mayor, two members elected from the police force, and one member elected from the beneficiaries of the pension fund. Determines eligibility of applicants, distributes funds, manages, invests, and controls the police pension fund.
6. Safety Council - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees, serving three-year overlapping terms. Responsible to the Board of Trustees to study and make recommendations regarding Village safety issues relating to traffic.
7. Board of Building Appeals - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees, to serve five-year overlapping terms.

The members are responsible to the Board of Trustees to hear appeals on decisions made by the Building Commissioner enforcing the building ordinances and to recommend action to the Board of Trustees regarding such appeals. The Board holds hearings and makes recommendations to the Board of Trustees regarding changes in the building codes.

8. Community Relations Commission - Consists of seven members appointed Mayor with the advice and consent of the Board of Trustees to three-year overlapping terms. Studies and recommends means of developing better relationships among all residents in all community activities. Identifies and evaluates the social, recreational and developmental needs of village youth and how they might participate in all aspects of community life. Initiates and conducts educational and informational programs to promote diversity. Awards village assistance to senior residents in accordance with established eligibility criteria.
9. Manpower Commission - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for three-year overlapping terms. Reviews possible appointees to the Village boards, commissions, and councils and makes recommendations to the Mayor and Board of Trustees.
10. Electrical Commission - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for four-year coterminous terms or until their successors are appointed. Responsible to the Board of Trustees to recommend standards, specifications, and rules and regulations governing the installation, alteration, and use of electrical equipment in the Village.
11. Emergency Services and Disaster Agency - Consists of a director and such additional members as the director selects. Responsible for the administration, training and operation of the Agency.
12. Sustainability Commission – Consists of ten members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Its responsibilities include advising the Board and initiating matters related to sustainability in Village operations and in the community as a whole.
13. Cable and Telecommunications Commission - Consists of nine members, appointed by the Mayor with the advice and consent of the Board of Trustees, for three-year overlapping terms. Regulates the use of the Village's right-of-way by telecommunications service providers. Administers the Village's Public Access TV System, including operating the Deerfield InfoChannel. Resolves customer service complaints from residents.
14. Cemetery Association - Consists of three members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Arrange for the care and maintenance of the Deerfield Cemetery.
15. Appearance Review Commission - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for three-year terms. Responsible for reviewing exterior design of new and remodeled buildings in the Village Center and in C-2 Outlying Commercial Districts.
16. Sister City Committee - Consists of five members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Communicates with and maintains friendly relations with Ludinghausen, Germany.

17. Stormwater Management Committee - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for indefinite terms. Responsible for making recommendations to the Mayor and Board of Trustees regarding improvements to the storm and sanitary sewer systems.
18. Fine Arts Commission - Consists of seven members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Responsible for promoting and encouraging an artistic and cultural environment within the Village.
19. Family Days Commission – Consists of nine members appointed by the Mayor with the advice and consent of the Board of Trustees for three year overlapping terms. Responsible for planning and executing the Village’s annual Family Days celebration over Independence Day.

#### VILLAGE CLERK

The Village Clerk is responsible for the maintenance of the official records of the Village as required by statute and by the Mayor and Board of Trustees. The Clerk acts as custodian of the Village seal which is required on many documents, publishes legal notices, oversees Village elections, and performs other duties as stated in statute or ordinance. Appointed by the Mayor and Board of Trustees, the Village Manager serves as the Village Clerk.

## VILLAGE MANAGER'S OFFICE

Personnel in the Village Manager's Office serve to join the legislative branch of the Village to its operating departments. As provided by ordinance, the Village Manager advises the Mayor and Board of Trustees on policy decisions and acts as Chief Administrative Officer, supervising the activities of all department heads and directing the day-to-day operations of the Village. The Village Manager is also appointed Village Clerk by the Mayor and Board of Trustees.

The Village Manager's Office is staffed by the Village Manager/Clerk, Assistant to the Village Manager, and Management Analyst/Deputy Village Clerk. All of the activities of the various boards and commissions are included in the Village Manager's budget.

### **The Departmental Objectives for the 2014 fiscal year are as follows:**

1. Provide the Mayor and Board of Trustees relevant and timely information and advice necessary to evaluate and make policy decisions.
2. Direct and advise operating departments in order to meet service levels established by the Mayor and Board of Trustees.
3. Encourage citizen participation in Village activities.
4. In conjunction with the Village Attorney, coordinate the preparation of ordinances, resolutions, contracts, agreements and other documents for consideration by the Mayor and Board of Trustees.
5. Represent the Village in working with federal, state, regional and local agencies, governments and community groups, as well as private enterprises and not-for-profit organizations.
6. Encourage strategic and operational improvements through innovation and professional development.
7. When appropriate and practical, encourage strategic decisions and programs with a focus on sustainability.
8. Oversee franchise agreements with various utilities doing business within the corporate limits of the Village.
9. Develop a motivated workforce through professional employee evaluations, training and competitive levels of compensation.
10. Oversee the IT function for the Village to ensure that all departments have what they need to operate efficiently, effectively, and in the best interest of the public.
11. Perform the statutory duties required of the Village Clerk's office and issue required liquor licenses and solicitor permits.
12. Provide Village representation at agencies and organizations such as the Solid Waste Agency of Lake County, DBR Chamber of Commerce, Northwest Municipal Conference, GIS Consortium, and Electricity Consortium.
13. Publish D-Tales, a bi-monthly newsletter mailed to every household and business in the Village, provide timely information and updates to the Village's website, the Village InfoChannel, and the Village's e-news application.
14. Provide staff support for the Farmers Market, Fine Arts Commission, Cable and Telecommunications Commission, Sustainability Commission, Community Relations Commission, Family Days Commission and Manpower Commission.

**In addition to these continuing goals, the Village Manager's Department will complete the following projects during the 2014 fiscal year:**

1. Monitor internal operations of all departments to ensure appropriate levels of manpower and resources.
2. Participate in recruitment and hiring of a new IT Systems Specialist and Accounting Clerk-Payroll Specialist.
3. Continue to work with Com Ed representatives to develop and implement appropriate action plans in an effort to improve electrical system reliability.
4. Continue phasing in the installation of the document management system in order to digitize the Village's records and assist the Village in continuing to be compliant with the Freedom of Information Act.
5. Continue to support efforts concerning approaches to workforce/affordable housing needs.
6. With the help of the Cable and Telecommunications Commission, evaluate the current cell tower lease to ensure the Village is receiving maximum value and assess the value of small cell sites.
7. Continue to pursue a commercial waste franchising contract by (1) holding a Public Hearing seeking comment on the advisability of awarding a franchise to a private entity for the collection of waste and recyclables from nonresidential locations; (2) negotiating terms of the contract in consultation with the business community; (3) drafting an exemption ordinance for business that demonstrate an exceptional hardship; and (4) overseeing the 15-month transition period in the event the contract is approved.
8. Work with the Sustainability Commission to pursue goals/objectives that will enhance sustainable efforts and maintain active participation with the Solid Waste Agency of Lake County.
9. Over the next 24 months the Sustainability Commission will undertake initiatives to: (1) reduce residential energy consumption in the Village. The Commission will seek to have 20 residential households conduct energy assessments by participating contractors that result in energy improvements. Similar audits show this could correlate to an average aggregate residential savings of \$20,000 on energy bills and reduced emissions of 80 metric tons of CO2. And; (2) reduce residential water consumption in the Village. The Commission will seek to have 20 residential households conduct water assessments by participating plumbers that result in home plumbing improvements. Similar audits show this could correlate with water and sewer bill reductions and a reduction in household water consumption by 10%.
10. Begin negotiations with the Public Works Laborers Union Local 150 on the contract set to expire April 30, 2014.
11. Begin negotiations with patrol officer union (ICOPS) on the contract set to expire April 30, 2014.
12. Continue to oversee the electricity aggregation program for residents and small businesses and secure a rate for year 3 of the program.
13. Upgrade the Village's e-mail system and complete employee training on the new version.
14. Oversee janitorial/maintenance services for all four Village facilities and make a recommendation regarding a contract renewal, which is set to expire on June 30, 2014.
15. Review car-sharing proposals and make a recommendation on best way to proceed.
16. Organize efforts related to economic development, local business promotion and community enhancement activities, including the continued business visit/retention program in partnership with the Chamber and drafting of business recognition letters.

17. Review site design plan for the northeast corner of Deerfield Road and Waukegan Road with the Fine Arts Commisison, Appearance Review Commission and Plan Commission, and implement.
18. Host the Fine Arts Festival and include "Dine Out in Deerfield" sponsored by the DBR Chamber of Commerce.
19. Host Family Days, Farmers Market Community Services Day Winter Celebration and other special events in partnership with the DBR Chamber of Commerce that promote Deerfield.
20. Make a recommendation to the Board regarding the hen keeping pilot program.
21. Rename Huehl Road as Embassy Way to help give Embassy Suites hotel greater visibility.
22. Negotiate concession lease for the downtown train station, 860 Deerfield Road

### **Accomplishments During 2013A**

1. Provided electronic packets for all weekly distributions to the Mayor and Board of Trustees; posted full agenda packets on the Village's website.
2. Served on the Executive Committee of the Solid Waste Agency of Lake County.
3. Successfully recruited and hired a Human Resources Coordinator.
4. Pursued property development issues by (1) continuing dialogue with Deerbrook Mall concerning recruiting and relocating of tenants; (2) negotiating development agreements with Woodview Residences in Parkway North and AMLI; and (3) drafting a site performance agreement for Fresh Thyme grocery store.
5. Worked with neighboring communities to begin researching the electric supply charge for year 3 of the North Shore Electricity Aggregation Consoritum contract with MC2 and oversaw a successful educational effort regarding electric aggregation.
6. Began implementing document management software and successfully digitized the Village Clerk's files.
7. Researched potable water sample testing laboratories and successfully transitioned water sample testing to the Central Lake County Joint Action Water Agency.
8. With the advice of the Sustainability Commission, researched electric vehicle charging stations and recruited Walgreens as a business commission participant.
9. With advice of the Community Relations Commission developed a Student Government Internship Program.
10. Hosted business subcommittee meetings in conjunction with the DBR Chamber of Commerce and SWALCO to provide businesses the opportunity to give input on the commercial waste franchise contract.
11. Held public hearing seeking comment on the advisability of issuing a request for proposal and awarding a franchise to a private entity for the collection of waste from non-residential locations.
12. Issued and reviewed request for proposals regarding commercial waste franchise and recommended Lakeshore Recycling Systems to the Village Board as low bidder.
13. Issued and reviewed request for proposals regarding Village janitorial/maintenance services and recommended Crystal Maintenance Services to the Village Board as low bidder.



## COMMUNITY DEVELOPMENT DEPARTMENT

### **Description of Responsibilities:**

The Community Development Department is responsible for all aspects of planning, building, and zoning. The Department consists of a Planning Division and a Building Division. The Department administers and enforces the Zoning Ordinance, Subdivision Ordinance, and Building Codes. The Department is responsible for providing staff assistance to a number of commissions. The Department provides analysis and technical assistance on all items that come before the Plan Commission, the Board of Zoning Appeals, the Village Center Commission, the Appearance Review Commission, the Cemetery Commission, the Electrical Commission, the Board of Building Appeals, and various task forces, as well as coordinates the activities of these commissions. Building plan review, permit approval, inspectional services, zoning compliance approvals for new businesses, and maintaining records of approved plans are also provided by the Department. The Department works to ensure that projects that go through the Department's approval process are in compliance with the Comprehensive Plan. Staff works with developers in the planning steps of any project so as to achieve maximum compatibility with Village goals, objectives and policies.

**Staff Consists of:** Code Enforcement Supervisor, Principal Planner, Assistant Code Enforcement Supervisor, Building Inspector, Planner, Associate Planner, Secretary II, Secretary I.

### **Accomplishments for 2013A:**

Performed 2,682 building inspections along with various plan reviews that correlate with construction projects throughout the Village.

Continued to implement the vacant buildings ordinance to allow for better enforcement.

Continued to work on removal of deteriorated vacant residential structures in the Village.

Worked on Village approval for the following major projects: A preliminary and final development plan for the Woodview apartment development (former Beth Or property); a preliminary and a final development plan for the AMLI apartment development; the request for a Special Use for Fresh Thyme grocery store in Cadwell's Corners; possible Text Amendments to the Zoning Ordinance for medical cannabis cultivation centers and dispensaries; the request of the Corporate 500 Centre to amend their signage plan to allow the installation of new ground signs; an amendment to the text of the Zoning Ordinance, Article 9, Signs, to allow wall signs in commercial zoning districts to be located up to 3 feet above the roof deck if approved by the Appearance Review Commission (as a result of the change, the review required by the Plan Commission and Board of Trustees was eliminated saving time for the applicant); the request for major renovations to the Charles Ifergan property (Ifergan Salon, Rainbow Cleaners, and former Woodview Chicken); the request for North Suburban Evangelical Free Church to allow for changes to the parking lot. In Deerfield Park Plaza – the request for approval of renovations to the Dunkin Donuts and Baskin Robbins located at 499 Lake Cook Road; the request of Sachs Rec Center to amend the Special Use for enhancements to the outdoor area at the south entrance; the request for a Text Amendment and Special Use for Hadassah House resale shop; the request for a Text Amendment and a Special use for Beauty Systems Group/CosmoProf. In Deerfield Square – the request for a Special Use Core Power Yoga, a Special Use for Pure Barre fitness studio; a Special Use for Gracie Barra Jiu-jitsu; and the request for a second level addition for Deerfield Square to allow for storage space for the new Tria Boutique, an upscale shoe store. Staff also worked on several other smaller land use petitions, such as approval of signage for 570 Lake Cook Road and for the Walgreens Lake Cook Road campus; the amendment to the Special Use for BJBE Synagogue; and the request for a Text Amendment for CD One Price Cleaners in the 190 N. Waukegan Road property.

At the request of the Mayor and Board, the Plan Commission discussed possible changes to the C-2 Outlying Commercial zoning district to help support retail in the district. The Plan Commission held two pre-filing conference workshop meetings and a public hearing on this topic in 2012, and the Plan Commission's recommendation was accepted by the Village Board and the ordinance approving the changes to the C-2 Outlying Commercial District was adopted in 2013. The recently approved changes to the C-2 District are now being implemented. Planning staff has shared the revised lists of C-2 Permitted

and Special Uses with property owners and overall reaction to the revised C-2 regulations has been positive. As part of the discussions regarding changes to the C-2 District, a list of past and present Village economic development initiatives was created.

Continued to work with One Deerfield Place and the Housing Opportunity Development Corporation (HODC) to best determine how to utilize private funds One Deerfield Place has accumulated for affordable and workforce housing. In the past, One Deerfield Place provided a grant to the Village's senior housing subsidy program. One Deerfield Place continues to work with the Housing Opportunity Development Corporation (HODC) to help in determining affordable housing funding options. In June 2012, One Deerfield Place closed on the property at 507 Cambridge Circle. With the help of volunteers from local religious institutions, the home and property were fixed up (new roof, interior remodeling of the bathroom and kitchen, electrical, painting and landscaping). The home is owned by One Deerfield Place and in October 2012 it was rented out to a family of modest income. Staff continues their good working relationship with One Deerfield Place. One Deerfield Place recently purchased another single family home to renovate and rent to another family of modest income.

Worked to streamline and make the zoning approval process as user-friendly as possible. Planning staff created flow charts showing the zoning approval process for both Permitted Uses and Special Uses and added these to the Village's website. Special Uses will now no longer need to be reviewed by the Village Center Development Commission (VCDC), saving the applicant some time and money during the review process. Also, for commercial business owners who are seeking approval to locate their signs slightly above the roof deck, they will no longer need to go through a Plan Commission public hearing as the ARC can now handle these requests.

Staff worked with the Northwest Quadrant Unified Task Force on the creation of a Master Plan for the Northwest Quadrant. The purpose of the Northwest Quadrant Unified Task Force was to bring together the stakeholders to study the northwest quadrant and develop a Master Plan for the entire quadrant. The Master Plan is an opportunity to make the Northwest Quadrant an attractive public campus. Some improvements outlined in the Master Plan may take place in the near future, and other improvements may be accomplished 15 to 20 years from now. This Master Plan document will serve as a guide for the Northwest Quadrant that will be implemented over the next 20 years when public institutions and land owners in the Northwest Quadrant make improvements to their properties. The Board recently accepted the report of the Northwest Quadrant Task Force and referred the matter to the Plan Commission.

Continue to work with The Metropolitan Planning Council (a non-profit group of civic leaders and businesses that promotes planning and development policies in the region) to assist in reaching out to larger employers in Deerfield to see if they are interested in Employer Assisted Housing (EAH) where the employer provides their employees with housing assistance such as counseling before making a home purchase, help with closing costs, or help with a down payment.

Staff worked with the Village Center Development Commission (VCDC) as they discussed the topic of their role, duties and functions. The VCDC recommended the Village Board amend the Special Purpose Boards and Commissions section of the Municipal Code to repurpose the Village Center Development Commission (VCDC) as the "Village Center Commission." Its mission will be to improve and enhance the downtown, to make recommendations to the Mayor and Village Board, and to work with other Village Commissions as appropriate. The new Village Center Commission will be an idea Commission, recommending to the Mayor and Board different types of events, promotions, ways to bring people into the downtown, and ways to promote downtown businesses.

Promoted the Village Center Flower Planter program for the fourth year, which gives merchants and commercial property owners in the Village Center an opportunity to purchase flower planters and plantings for all four seasons from Moore Landscaping, the Village's landscaper, at a special reduced rate.

Accompanied the VCDC on their annual walk through the Village Center. The VCDC members made observations about ways they believe properties can be improved and enhanced. The VCDC noted that the Village Center looks very nice overall, better than it has in past years. Planning staff sent letters to property owners to make them aware of the VCDC's observations and comments made during the walk.

Staff worked with the Appearance Review Commission (ARC) on updating their Appearance Code. The ARC is undertaking a comprehensive update of the code to review all sections of the code, looking at other communities codes, make the document more user friendly, and using more samples and pictures/visuals in the revised code.

The ARC discussed the conversion of the downtown streetscape lighting to LED, and they have worked with Sternberg Lighting, the manufacturer of the decorative fixture, in developing an aesthetically pleasing energy efficient fixture with LEDs. The ARC examined the color and distribution of the illumination along with the aesthetics of the fixture with the LEDs, and recommends a phasing in program for the conversion of the Sternberg fixtures to LED per the ARC's specifications. The ARC is also investigating the maintenance of the Village's Sternberg streetscape light poles, preferring the poles to match the light fixtures. The ARC is also working with the Village Engineering Department on a custom low trough planter design for the south side of the Deerfield Road underpass (the abandoned sidewalk).

The Mayor has asked Planning staff to look into recognizing businesses in the C-2 District. Planning staff has researched which businesses in the C-2 District meet the long-standing business criteria. Staff worked with the same criteria that was used last year for the C-1 businesses, which is that the business must be operating for at least 20 years and operating under the same business name. To determine which businesses meet the criteria, staff researched old building permits, certificates of occupancy, Plan Commission recommendations, and ordinances and looked through the Village's photo archives. Staff has determined that 31 businesses meet the criteria. Staff has designed and ordered the plaques. Once the plaques are received, staff will send out invitations to the business owners inviting them to a Village Board meeting to be recognized.

Staff continues to work with the Deerfield Cemetery Commission. The Mayor and the Board of Trustees joined the Cemetery Commission on their annual inspection of the cemetery grounds. During the walk, certain items were found to be in need of attention, namely: the landscaping, the entrance wall caps, monuments, and the veteran's plaque. The following work has been completed: several trees have been trimmed, dead trees have been removed, six new parkway trees have been planted in the Central Avenue right-of-way. The damaged entrance wall caps have been replaced with new limestone caps on the low wall sections. Eleven monuments, some of which were in danger of toppling, have been repaired. The Cemetery Commission is working on replacing the damaged war dead plaque. It was discovered the plaque contained the names of Deerfield's war dead as well as veterans buried in the Deerfield Cemetery, so the commission along with the American Legion decided to create two new plaques. Additional research went into the finding the names of soldiers from Deerfield that died as a result of a war or conflict. Village staff conducted the research and prepared the layouts for the plaques.

Planning staff has begun a review of the Permitted and Special Uses in the C-1 Village Center District. The Plan Commission's next major Text Amendment project will be to review the list of Permitted and Special Uses in the C-1 Village Center District in order to update the list of uses in the Village Center. A workshop meeting will be scheduled with the Plan Commission followed by a public hearing. All property owners in the C-1 District will be notified of the public hearing.

Planning staff continues to maintain an inventory of available commercial retail and service space to help promote business in Deerfield's commercial zoning districts. Staff continues to update this information quarterly, or as new information becomes available. The Village's website contains information about commercial property availabilities in Deerfield in an easy to understand format. The information provided on the website includes the development name and address; the broker contact person, phone number and email; and the total size of the development along with the available spaces' square footage. Maps are provided that show the location of the properties and the traffic counts on the adjacent major roadways. Provided on the Economic Development webpages are updated Business Analyst data which contains recent (2013) detailed demographic, consumer spending, and market potential data. In fall 2013, Planning staff added data from the Illinois Association of Realtors which includes a neighborhood report, a commercial trade area report and a commercial best businesses report. The website also includes a list of new commercial businesses that have opened in the Village, the Business Registration form, and Zoning Certificate of Compliance application.

Continued to update the Department's page on the Village's website with current information about public hearings, commissions, forms and applications, sustainable projects in Deerfield, frequently asked questions, etc.

Participated in the Lake County Medical Marijuana Task Force. The Task Force's goal is to develop model regulations and guidelines for medical marijuana dispensaries and cultivation centers. The Task Force has developed an interactive mapping application for municipalities to use and is also in the process of developing suggested operational standards that deal with such things as signage, parking and setbacks. Staff has worked with the GIS staff person to develop maps for Deerfield showing where medical cannabis cultivation centers and dispensaries can possibly be located based on House Bill 1, and where they could possibly be located with additional buffers in place. Staff presented the medical marijuana zoning issue to the Plan Commission this fall for preliminary discussions, while awaiting the final recommendation and guidelines from the Lake County Task Force.

Helped implement the restoration of the three Poncet sculptures (formerly known as the Sara Lee sculptures, namely: Agrippine, Uncorruptible and Altissimo). Restoration entailed cleaning with pressurized water and steam, treatment against mold spores and bacterial infestation, the impregnation of a conservation sealant, a coat of Renaissance wax and then buffing. Carrara Marble is a porous material and it is extremely important that these sculptures receive treatment every 3 to 4 years so that Deerfield is able to enjoy these treasures for years to come.

Participated on the Northwest Municipal Conference's Bicycle and Pedestrian Committee. The Committee is working on planning and implementing regional bike corridors throughout Lake, Cook, and McHenry Counties. Deerfield Road (from Buffalo Grove to Highland Park) has been designated as a regional bike corridor.

Continued to work with businesses in the C-1 and C-2 zoning districts to gain compliance with the window signage regulations (most businesses are in compliance).

Staff was trained to enter all invoices into the Munis system for Payment Authorization processing.

Ordered new banners for the community banner pole, including worked with CRM Properties and the DBR Chamber in creating banners for the Invasion of the Pumpkins for Charity.

Attended and participated in the Lake County Strategic Plan Community Forum in order to provide input and follow what issues are being discussed and considered at the County level.

Staff is part of the Green Team, which is made up of staff from each of the Village's departments and which discusses ways to implement green and more sustainable practices and techniques.

Updated the Village's map of multi-family housing units, which will be placed online.

Staff is part of the newly formed Wellness Committee, which has been charged with promoting wellness and health among the Village departments.

Met and worked with the ownership of Deerbrook on the redevelopment of the shopping center.

Staff continues to work with GIS staff and completed the conversion of the Village's Plat Book to an updatable digital format. The Plat Book contains all the subdivisions, lot lines, easements, dedications, vacations, building setback lines, rights-of-way, and other related information. Staff is working with the GIS Specialist to implement additional custom layers in the Map Office, including the downtown commuter parking map, the bike routes map, and the street community guide.

Staff continues to digitize the recorded documents that are kept by the Community Development Department. The plats of subdivision, annexation, dedications, easements, vacations, and the planned unit developments plats are being digitized for easy reference by department staff.

Work Statistics200820092010201120122013

Permits:							
Residences	16	14	22	19	17	33	
Additions and Alterations	163	160	156	161	175	160	
Garages	3	17	14	14	10	16	
Garage Sale and Temporary Use Permits	193	203	226	192	215	264	
Miscellaneous	<u>795</u>	<u>611</u>	<u>849</u>	<u>981</u>	<u>802</u>	<u>1081</u>	
Total Permits	1,170	1,005	1,267	1,367	1,219	1,554	
Board of Zoning Appeals Public Hearings	4	3	4	4	2	10	
VCDC Meetings	4	5	5	5	5	5	
Appearance Review Commission Meetings	10	9	10	13	14	12	
Cemetery Commission			4	3	3	2	
Northwest Quadrant Unified Task Force					6	2	
Plan Commission:							
Public Hearings	6	5	19	15	11	24	
Continued Public Hearings	1	1	4	3	1	4	
Substantial Conformance Petitions	1	1	1	2	0	7	
Prefiling Conferences	3	5	13	6	15	15	
Miscellaneous Requests	2	4	1	2	0	0	
Comprehensive Plan Meetings	0	0	0	0	0	0	

**The Department's objectives for the 2014 fiscal year:**

Provide staff support services for the Plan Commission, the Board of Zoning Appeals, the new Village Center Commission, the Appearance Review Commission, and other boards and commissions for which the Department is responsible.

Maintain the Comprehensive Plan, Zoning Ordinance, Development Code, and the Subdivision Code along with building plans, subdivision plats, and approved development plans.

Continue to complete the planning process for the Northwest Quadrant Master Plan.

Work with the Plan Commission on reviewing the list of Permitted and Special Uses in the C-1 Village Center District. After the C-1 District is complete, begin an update of the I-1 Limited Industrial District and an update of the section of the Zoning Ordinance that deals with parking requirements.

Continue to meet and work with the ownership of Deerbrook on the redevelopment of the shopping center.

Continue to work on the issue of workforce and affordable housing to seek solutions to this housing issue facing the Village. Continue discussions with One Deerfield Place and the Housing Opportunity Development Corporation (HODC) on how to best utilize the private funds they have accumulated for affordable housing in Deerfield. Continue to work with the Metropolitan Planning Council on employer assisted housing for local businesses.

Obtain current Census and American Community Survey data for Deerfield as it becomes available and place it on the Village's website so the economic data is accessible to residents and businesses.

Finish the Plan Commission's discussion and recommendation on medical marijuana and provide their recommendation to the Village Board for final consideration.

Work with the Plan Commission on reviewing possible Text Amendments to the Zoning Ordinance to update the

signage for gas stations, including possibly allowing exposed LED signage for the pricing.

Continue to work on the repair and maintenance of the Village Center streetscape.

Finish the long-standing business recognition project in the C-2 Outlying Commercial District.

Continue to enforce the window sign regulations in the C-1 and C-2 Commercial Districts and continue to work with businesses to gain compliance.

Establish Village Center Commission (VCC) and continue to work with the Fine Arts Commission about the possibility of a sculpture garden at the US Bank's corner park.

Continue the process of entering data into the land records data layer in the Village's Geographic Information System (GIS). Continue to work with the GIS staff to verify the plat book data which was recently input into the Village's GIS.

Continue to promote sustainability and green components in land use and building projects, and stay up-to-date on the latest green techniques and information as a resource for Sustainability Commission.

Continue to stay up-to-date on current planning issues and trends and current building codes and topics.

Continue to update and enhance the economic development information on the Village's website so that it is useful to potential businesses interested in locating in Deerfield and to commercial property owners in the community in order to promote economic growth and the well being of the Village's tax base.

Continue to keep the Village's website current and up-to-date for items dealing with the Planning Division and Building Division, especially information about upcoming public hearings, forms and applications.

Review codes and ordinances for possible amendments and revisions as necessary and participate in the preparing of new ordinances as necessary. Hold the Plan Commission prefilng conference and public hearing on the update of uses in the C-1 Village Center District. Begin the I-1 zoning district for possible changes and updates.

Continue to explore methods of digitally scanning, retrieving and storing all documents required to be maintained by the Department. Continue to digitize plats of subdivision, PUD plans, and other documents.

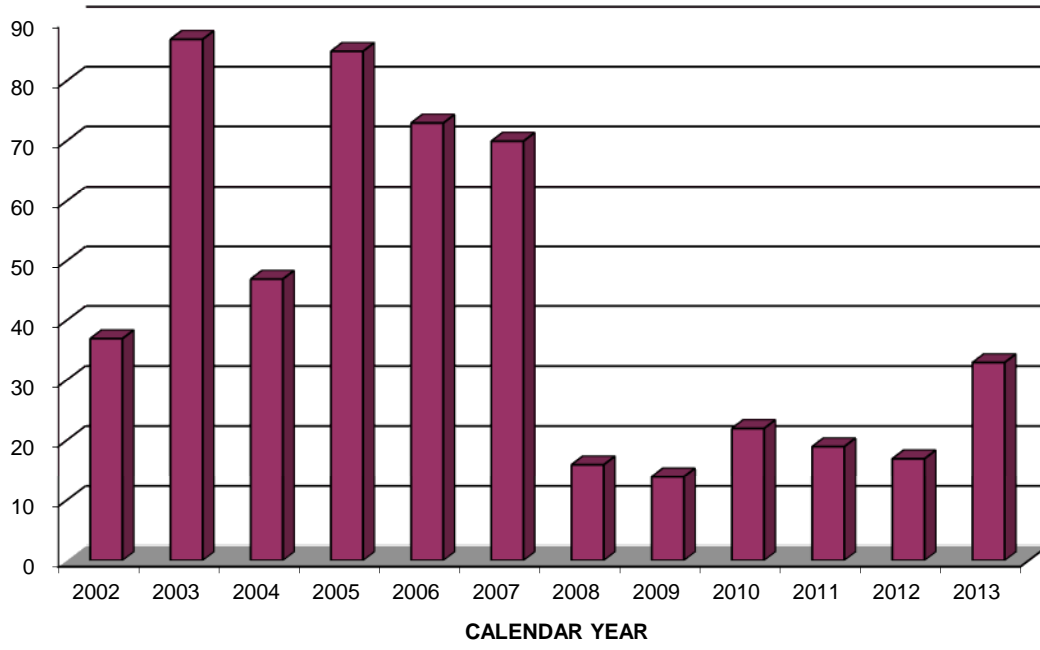
Continue removing non-essential items from the Plan Commission files and begin planning for the conversion of essential paper files to electronic files.

**BUDGET REQUEST - 2014  
COMMUNITY DEVELOPMENT  
DEPT.**

**101330**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	940,659	708,922	706,940	1,037,568	46.36%
TRAINING & DEVELOPMENT	6,153	8,097	5,000	5,700	-29.60%
CONTRACTUAL SERVICES	87,879	117,164	119,522	126,519	7.98%
COMMODITIES	9,990	17,133	17,783	20,700	20.82%
UTILITIES	6,393	4,333	4,334	7,500	73.09%
CAPITAL OUTLAY	9,094	22,500	18,060	3,250	-85.56%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	5,750	3,833	3,833	5,750	50.01%
DEPARTMENT TOTAL	1,065,918	881,982	875,472	1,206,987	36.85%

**NEW SINGLE FAMILY RESIDENTIAL PERMITS ISSUED**



## Engineering Department

The Engineering Department provides technical design services and oversight for Village construction projects, reviews development plans to assure compliance with Village ordinances, and advises the Mayor and Board, as well as other departments on engineering matters. The department is supervised by the Director of Public Works and Engineering and staffed by one Assistant Director of Public Works and Engineering, and a Project Manager. The Department continues to maintain a conservative fiscal approach to departmental expenditures without compromising necessary departmental operations.

### The primary accountabilities of the Engineering Department are:

- Define and supervise Village construction projects.
- Continue to upgrade and structure engineering and public works data organization and relationships
- Continue to manage the Geographic Information System (GIS).
- Continue to review commercial and residential development plans with respect to drainage and grading.
- Review, evaluate, and approve applications relative to the Village Tree Ordinance.
- Initiate study and design for future infrastructure replacement.
- Manage the Engineering and Public Works portion of the Village Website.

### Accomplishments in 2013:

**Street Rehabilitation Project** – The scope of the Street Rehabilitation Project is to reconstruct or rehabilitate portions of the existing Village owned roadway network and utilities. The streets that were reconstructed in 2013 include Bayberry Lane, Timber Hill Road, Cherry Street, Springfield Avenue, Bent Creek Ridge, Carriage Way, and Hackberry Road.

**Lake Cook Road** – The Cook County Highway Department (CCHD) completed the second stage of the Lake Cook Road improvements. This phase of the work included water main replacement, traffic signal replacement, and full roadway reconstruction between Deerlake Road and Ellendale. The Village assigned the Engineering Department Project Manager as a liaison between the CCHD, businesses, and the motoring public and built a project specific website, Lakecookroad.com, as a tool to keep the public informed. The Engineering Department and Village Administration worked with the CCHD, the Contractor, and the Chamber of Commerce to coordinate two public meetings. The project began construction in April of 2013 and was substantially complete by the end of September.

**Heather Road/Lake Eleanor Drive** – The project was awarded to A-Lamp Concrete Contractors in April. The limits of reconstruction for the first project are Heather Road between Deerfield Road and Manor Drive. The limits of reconstruction for the second project are Lake Eleanor Drive from Wilmot Road to the west end of Lake Eleanor Drive. The work began in April and was complete in June.

**Deerfield Road Reconstruction-** The redesign of Deerfield Road is currently in progress. The scope of work will include full reconstruction of the roadway, traffic signal reconstruction, water main replacement, storm/sanitary sewer replacement as needed. The limits of construction are Deerfield Road between the Metra underpass and US 41 in Highland Park. The project will go out to bid in August of 2014, and will have a bid opening in November of 2014. Construction is currently targeted to begin in late 2014, and will extend through the 2015 calendar year.

**Bikeway (Sidewalk) Improvements / South Side of Deerfield Road (Rosemary Terrace to Carlisle Avenue)** – The scope of this project will include reconstruction of the existing sidewalk in an effort to provide safer passage for pedestrians. The design will provide a four-foot buffer zone between vehicular and pedestrian traffic. Additional Federal funding has been secured to cover 80% of the cost of right-of-way acquisition documentation and negotiation. The consulting engineer is currently in the process of land acquisition. Construction is expected to take place as part of the Deerfield Road reconstruction project in 2015.

**Pfingsten Road Lift Station Rehabilitation-** This project was awarded to Kresmery Construction in February of 2013. The project began in June and was complete in August. The new pumping station is online and operating as designed.

**Pfingsten/Kates Road Bridge Inspection-** Staff has been working with Metra in an effort to receive a Right of Entry Permit to perform a close inspection of the superstructure of this bridge. The permit was received earlier this fall and the inspection will take place later this year.

**Street Sign Inventory and Condition Rating -** Per the FHWA, we need to implement and have continued use of an assessment or management method designed to maintain traffic sign retro-reflectivity at or above the established minimum levels by June 13, 2014. The Department hired 3M to perform an inventory of all signs and provide an asset management system. The work was complete in June, and the Village is compliant with FHWA requirements.

**Other items completed are as follows:**

- The Engineering Department reviewed and approved more than 280 permit applications for removal of trees (not including the DED trees). In addition to these permit applications; the Village has reviewed approximately 75 applications for the removal of trees related to construction permit applications.
- The Engineering Department reviewed 70 plan submittals for residential home additions and/or new single family homes and performed more than 80 site inspections for residential construction.
- Worked with the Building Department with respect to plan review and engineering approval of commercial development including, Woodview Apartments, AMLI residential, North Suburban Evangelical Church.
- Utilized Infrastructure Management Software (IMS) for planning public projects.
- Worked with the professional design consultant, Burns and McDonnell Engineering, Inc., on the preparation of design plans and land acquisition for the sidewalk improvements on the south side of Deerfield Road (Rosemary Terrace to Carlisle Avenue).
- Prepared NPDES yearly report including outfall inspections for all 96 outfalls within the Village. Design plans to complete improvements to 3 storm water outfalls have been completed. The project will go out to bid once permits from the Army Corps of Engineers are received.
- Prepared the yearly Community Rating System report and sent it to FEMA as part of the National Flood Insurance Program.
- Maintained the Engineering Department portion of the website, including weekly construction updates.
- Worked with the Board, consultants and Village staff on completion of the construction of the new Water Reclamation Facility.
- Interviewed and selected consultants based on their qualifications for various infrastructure replacement projects.
- Prepared and published the Consumer Confidence Report on water quality.
- Initiated Sanitary Sewer Inspection Project.
- Completed a new Sanitary Sewer Ordinance.
- Monitored the conditions and groundwater at Reservoir 29A and cooperated with the offices of the Metropolitan Water Reclamation District.
- Facilitate the bi-annual bridge inspection as required by IDOT and the FHWA.
- Assisted Metra with the construction of their platform rehabilitation project.

**Major projects planned for 2014 are:**

**Street Rehabilitation Project –** The scope of the Street Rehabilitation Project is to reconstruct or rehabilitate portions of the existing Village owned roadway network and utilities. Staff is currently reviewing locations for the 2014 Street rehabilitation project. Work is expected to begin in April and will be complete in July.

**Briarwood Vista Subdivision Infrastructure Rehabilitation Project-** In June of 2013 the Department awarded a contract to Gewalt Hamilton Associates, for the preparation of design plans and bidding documents for the Briarwood Vista Infrastructure Rehabilitation Project. The intended scope of work for the project is water main replacement, roadway replacement, storm sewer repairs, and the installation of a new lighting system. Design work will continue through 2014 allowing for construction to take place over a period of two construction seasons, in 2015 and 2016.

**Various Infrastructure Rehabilitation Projects-** The Department will begin the drainage study for the North Trail Subdivision. This subdivision has been subject to regular street flooding. The intent of the project will be to investigate alternatives to improve the drainage throughout the subdivision. This work will provide a closer examination of the scope of work for the proposed infrastructure improvements that are scheduled for 2015.

**Water System Modeling** – The Department will be interviewing and selecting consultants for the preparation of a Water System Modeling Report. The report will summarize water main condition and age, and will provide insight on the potential for redundant water system upgrades. As part of this project we will be looking for recommendations for alternate water sources.

**Bikeway (Sidewalk) Improvements / South Side of Deerfield Road (Rosemary Terrace to Carlisle Avenue)** – The scope of this project will include reconstruction of the existing sidewalk in an effort to provide safer passage for pedestrians. The design will provide a four-foot buffer zone between vehicular and pedestrian traffic. Additional Federal funding has been secured to cover 80% of the cost of right-of-way acquisition documentation and negotiation. The consulting engineer is currently in the process of land acquisition. Construction is expected to take place as part of the Deerfield Road reconstruction project in 2015.

**Sanitary Sewer Inspection Project** – In late 2012 the Village entered into a contract with RedZone Robotics for the completion of a sanitary sewer inspection project. Their work will include inspection and condition rating of over 80 miles of sanitary sewers within the Village. The Contractor, RedZone Robotics, has televised more than 75% of the Village’s sanitary sewer system. This work will be complete in the spring of 2014.

**Outfall Repair Project-** The Department is in preparation to rehabilitate/reconstruct 3 stormwater outfalls on the West Fork of the North Branch of the Chicago River. This work will go out to bid after permits have been obtained by the US Army Corps of Engineers.

Work Statistics	2008	2009	2010	2011	2012	2013
Number of Purchase Payments Processed	177	251	260	274	301	283
Letters of Credit Received/Renewed	6	2	0	1	0	2
Number of Projects Administered	47	99	33	123	131	126
Number of Plans Reviewed	122	153	179	160	85	85
Number of Right-of-Way Opening Permits Issued	42	46	88	79	65	65
Number of Ad Hoc Tree Removal Permits Issued	211	128	183	190	280	290

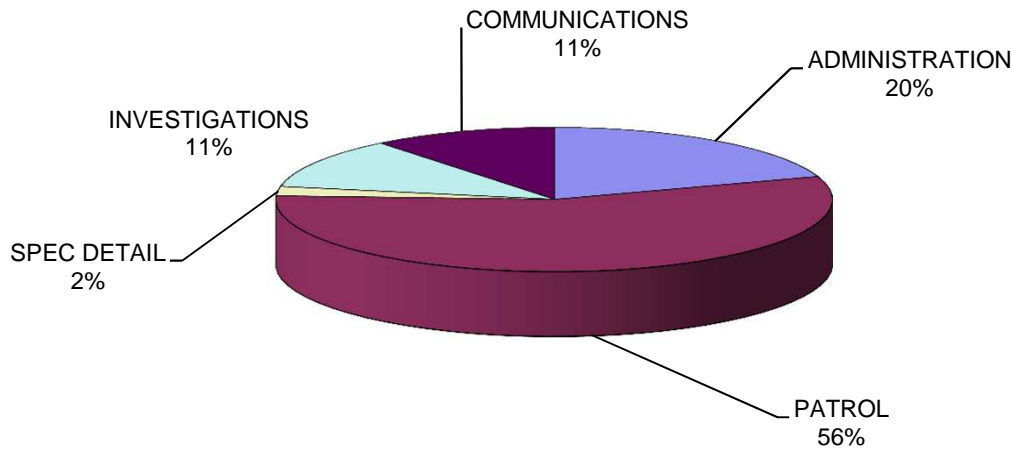
**BUDGET REQUEST - 2014  
ENGINEERING DIVISION (PUBLIC WORKS)**

102110-	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	321,336	249,335	253,650	320,000	28.34%
TRAINING & DEVELOPMENT	1,794	5,950	4,700	4,500	-24.37%
CONTRACTUAL SERVICES	158,430	161,902	161,533	283,055	74.83%
COMMODITIES	9,357	8,200	8,150	13,500	64.63%
UTILITIES	8,813	6,500	6,000	8,700	33.85%
CAPITAL OUTLAY	5,956	35,450	35,450	16,850	-52.47%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	11,401	8,442	8,442	11,401	35.05%
<b>DEPARTMENT TOTAL</b>	<b>517,087</b>	<b>475,779</b>	<b>477,925</b>	<b>658,006</b>	<b>38.30%</b>

**BUDGET REQUEST - 2014  
POLICE - SUMMARY**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	7,263,424	5,739,534	5,406,135	8,190,702	42.71%
TRAINING & DEVELOPMENT	53,419	48,050	46,035	66,950	39.33%
CONTRACTUAL SERVICES	649,086	665,622	582,075	745,865	12.06%
COMMODITIES	139,493	107,060	93,200	151,740	41.73%
UTILITIES	20,162	15,550	15,550	23,650	52.09%
CAPITAL OUTLAY	25,069	90,950	70,471	20,775	-77.16%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	114,225	72,892	72,892	162,345	122.72%
<b>DEPARTMENT TOTAL</b>	<b>8,264,878</b>	<b>6,739,658</b>	<b>6,286,358</b>	<b>9,362,027</b>	<b>38.91%</b>

**POLICE DEPT. BUDGET BY DIVISION**



(does not include E911 Fund expenditures)

## **POLICE DEPARTMENT FISCAL YEAR 2014**

### **SUMMARY OF THE POLICE MISSION**

With respect and dignity, the Deerfield Police Department will provide professional and ethical service through partnership with all citizens and proactively identifying risks to Deerfield's quality of life.

The Police Department has nine continuing goals that accomplish this mission:

- Prevention of crime
- Apprehension of offenders
- Recovery and return of property
- Safe movement of traffic
- Provision of services unavailable from other public or private welfare agencies
- Prevention of substance abuse in the community
- Education of juveniles informing them of their legal responsibilities
- Education of the public in the steps it can take to reduce the probabilities of becoming the victim of criminal attack
- Participation in the implementation of disaster and emergency services

**In addition to these continuing goals, the Deerfield Police Department will complete the following projects during the 2014 fiscal year:**

Department staff will conduct a personnel analysis to ensure minimum staffing levels necessary for the agency to perform its' designated function are being met. Adequate staffing ensures officer safety, guarantees prompt response time and helps meet the expectations of the community. Some preliminary work on the analysis began in FY 2013.

The radio and phone infrastructure for the 9-1-1 system is again scheduled for replacement in the upcoming fiscal year. The current system, which is almost 20 years old, is no longer manufactured with parts and components increasingly difficult to secure. Support will cease entirely in 2014. The 9-1-1 phone and radio technology continues to develop with efforts being made to support video, pictures, and texting. The replacement has been delayed for several years pending release of the required technology.

In April of 2014 the Department will host an on-site assessment by members from the Commission on Accreditation for Law Enforcement Agencies (CALEA). CALEA's program was developed to enhance and improve law enforcement and public safety and is the primary method for a law enforcement agency to demonstrate their commitment to excellence and accountability, maintain a high level of organization and meet internationally accepted standards, practices, policies and procedures. The Commission will ensure that Deerfield is in compliance with over 470 national standards as established by CALEA. Deerfield has been an accredited agency since July 2005, and is on schedule to receive its third re-accreditation in 2014.

In Spring of 2007 the Deerfield Police Department partnered with the University of Illinois at Chicago (UIC) to update job descriptions within the Department. The analysis included identification of essential tasks and duties related to each Police Department position in addition to identifying the necessary knowledge base and abilities required to perform the job. In conjunction with the Human Resources Manager, the Department intends to utilize the framework established by UIC to update or create job descriptions for all positions within the Department.

Working in conjunction with the Office of the Clerk of the Circuit Court, the Department will transition to an Electronic Citation System that will link our records data system to the Lake County Clerk's Office and the Lake County court system. The System will assist this agency in the processing of data collection and reporting requirements to the Clerk. Officers will use mobile computers and in-car

printers to complete traffic stops faster and more efficiently. E-ticketing will provide enforceable citations that improve conviction rates, reduce record keeping and reduce court administration time.

### **2013A Accomplishments**

The Department replaced its' automated, inkless fingerprint system (originally purchased in 2003) in May of 2013. The system is integrated with the Department's computerized Records Management System and enables the Department to transmit an arrestee's fingerprints electronically to the Illinois Bureau Identification and receive an almost immediate response. This system is also used to fingerprint employees for the Village, local School Districts and other license applicants.

Acting on a request from Township High School District 113, the Department assigned a full-time School Resource Officer (SRO) to Deerfield High School. The District agreed to pay 75% of the annual salary paid by the village to the SRO for services rendered including salary and benefits. The assignment resulted in the addition of an extra Police Officer.

The Department replaced six "marked" police cars and the required equipment. The Ford Crown "Vic", a long time staple of police vehicles, was no longer manufactured. As a result, Ford Explorers (a mid-sized SUV) were purchased locally from Highland Park Ford who matched the Suburban Purchasing Cooperative government price bid.

On October 1, 2013 the Deerfield Police Department began to provide telecommunication services to the Riverwoods Police Department. The services include; receiving and answering 9-1-1 emergency phone calls, some administrative calls and the dispatching of Riverwoods Police units. The services provided are substantially similar to those provided to Bannockburn. Riverwoods has agreed to pay the salary and benefit costs of one Telecommunicator for the service. No extra personnel were required.

<u>Work Statistics</u>	<u>2011</u>	<u>2012</u>	<u>2012</u> (10 Month)	<u>2013</u> (10 Month)
Calls for Service	12,064	11,001	9263	9531
Accidents; Personal Injury	80	75	69	46
Property	560	414	335	412
Traffic Tickets	3,392	3,367	2872	3159
Parking Citations	1,343	2,628	2172	2026
Crime Index*	202	215	176	154
Criminal Arrests	576	486	426	364
Domestic Trouble	134	110	97	71
Vandalism	42	33	23	35
Traffic Enforcement Index	42.4	44.8	41.6	68.7

(Tickets per Injury Accident)

\*Crime Index: Index crimes include "Violent Crimes" (murder, non-negligent manslaughter, aggravated criminal sexual assault, robbery, aggravated battery, and aggravated assault) and "Property Crimes" (burglary, theft, larceny, motor vehicle theft and arson).

**BUDGET REQUEST - 2014  
POLICE - ADMINISTRATION**

**106010-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	851,031	704,182	652,863	945,014	34.20%
TRAINING & DEVELOPMENT	13,684	10,750	8,535	19,100	77.67%
CONTRACTUAL SERVICES	580,671	614,492	540,725	672,485	9.44%
COMMODITIES	33,104	27,600	22,300	35,000	26.81%
UTILITIES	16,521	13,550	13,550	19,650	45.02%
CAPITAL OUTLAY	11,556	74,050	65,000	5,050	-93.18%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	114,225	72,892	72,892	162,345	122.72%
<b>DEPARTMENT TOTAL</b>	<b>1,620,792</b>	<b>1,517,516</b>	<b>1,375,865</b>	<b>1,858,644</b>	<b>22.48%</b>

**106020-**

**POLICE - COMMUNICATIONS**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	884,885	665,347	650,203	995,053	49.55%
TRAINING & DEVELOPMENT	3,893	5,600	5,600	5,600	0.00%
CONTRACTUAL SERVICES	312	500	320	500	0.00%
COMMODITIES	0	0	0	0	N/A
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	894	5,500	800	4,200	-23.64%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>889,984</b>	<b>676,947</b>	<b>656,923</b>	<b>1,005,353</b>	<b>48.51%</b>

**106033-**

**POLICE - INVESTIGATIONS/YOUTH**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	931,092	734,761	710,403	1,027,738	39.87%
TRAINING & DEVELOPMENT	4,958	4,800	5,800	6,250	30.21%
CONTRACTUAL SERVICES	2,958	4,780	4,680	7,480	56.49%
COMMODITIES	11,812	12,760	9,200	17,140	34.33%
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	4,285	5,000	1,471	7,175	43.50%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>955,105</b>	<b>762,101</b>	<b>731,554</b>	<b>1,065,783</b>	<b>39.85%</b>

**BUDGET REQUEST - 2014**  
**POLICE - PATROL**

**106034-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	4,426,110	3,462,644	3,236,866	5,027,297	45.19%
TRAINING & DEVELOPMENT	30,884	26,900	26,100	36,000	33.83%
CONTRACTUAL SERVICES	65,145	45,850	36,350	65,400	42.64%
COMMODITIES	94,577	66,700	61,700	99,600	49.33%
UTILITIES	3,641	2,000	2,000	4,000	100.00%
CAPITAL OUTLAY	8,334	6,400	3,200	4,350	-32.03%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>4,628,691</b>	<b>3,610,494</b>	<b>3,366,216</b>	<b>5,236,647</b>	<b>45.04%</b>

**106061-**

**POLICE - SPECIAL DETAIL**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	170,306	172,600	155,800	195,600	13.33%

**176020-**

**E 911 FUND**

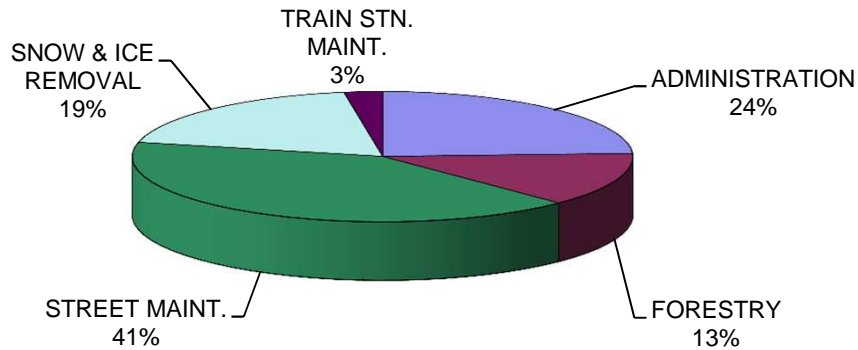
	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	0	0	0	0	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	114,100	111,831	105,288	120,050	7.35%
COMMODITIES	0	0	0	0	N/A
UTILITIES	45,742	43,400	35,600	53,000	22.12%
OTHER EXPENSES	0	0	0	0	N/A
DEBT SERVICE	0	0	0	0	N/A
CAPITAL OUTLAY	1,165	307,000	50,000	274,000	-10.75%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	115,071	76,713	76,713	113,621	48.11%
<b>TOTAL EXPENDITURES</b>	<b>276,078</b>	<b>538,944</b>	<b>267,601</b>	<b>560,671</b>	<b>4.03%</b>

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**BUDGET REQUEST - 2014  
STREET DIVISION - SUMMARY**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	1,026,872	870,986	832,171	1,205,950	38.46%
TRAINING & DEVELOPMENT	1,523	1,700	1,450	1,250	-26.47%
CONTRACTUAL SERVICES	685,793	664,602	606,350	765,757	15.22%
COMMODITIES	302,902	180,300	167,950	392,050	117.44%
UTILITIES	55,370	45,350	30,900	68,600	51.27%
CAPITAL OUTLAY	34,326	10,800	6,250	9,500	-12.04%
CAPITAL IMPROVEMENTS	51,200	60,400	40,400	62,500	3.48%
TRANSFERS OUT	158,371	109,443	109,443	140,318	28.21%
<b>DEPARTMENT TOTAL</b>	<b>2,316,357</b>	<b>1,943,581</b>	<b>1,794,914</b>	<b>2,645,925</b>	<b>36.14%</b>

**STREET DIVISION EXPENDITURES**



## Street Division

### The primary accountabilities of the Street Division are:

- To keep the streets clean.
- To keep the streets clear of snow and ice.
- To keep the streets in good condition by repairing cracks and potholes.
- To keep the streets in good condition by removing and replacing concrete and asphalt roads, curbs, and sidewalks.
- To keep all pavement marking lines visible throughout the Village.
- To install and maintain street signs so they are legible under all weather conditions.
- To keep the storm sewer system clean from debris that may cause blockage.
- To replace all broken or deteriorated sewer grates, manhole covers, and manhole frames.
- To repair and maintain all Village-owned streetlights and traffic signals.
- To plant trees as part of the 50/50 tree planting program.
- To maintain and repair the interior of the railroad station.
- To cut weeds and grass on Village-owned property.
- To maintain trees in Village right of way.
- To maintain adequate supplies of gasoline and diesel fuel and to keep the fueling equipment in good working order. Fuel is charged to expenditures of specific departments according to usage.

### Accomplishments from April 2013 through December 2013:

- Maintained all Village streets in drivable condition throughout the year.
- Removed and replaced 139 cubic yards of concrete street, curb, and sidewalks.
- Removal and disposal of 7,674 cubic yards of leaves.
- Swept 1,000 miles of streets, removing 300 cubic yards of debris.
- 3,600 tons of salt were used with 1,500 total man hours expended for snow and ice removal in 2012-13. Liquid Salt Brine used - 2,500 Gallons / Calcium Chloride used – 6,500 Gallons
- Performed pavement patching on a continual basis, as needed.
- Fabricated and installed 151 replacement street signs including 10 regulatory signs that failed retro-reflectivity standards.
- Maintain street sign inventory and work orders with newly acquired 3M Road Management Services software.
- The street division facilitated the replacement of 12,949 linear feet of pavement marking as part of the annual Street Rehabilitation Project.
- Repairs to village owned street lighting include the replacement of 12 streetlight poles, 47 repairs to streetlight wires were performed, and 250 streetlight lamps were replaced.
- Planted 14 parkway trees under the annual 50-50 parkway tree replacement program and 124 through ash tree replacement. Performed daily maintenance and repairs, as needed, at the downtown Metra station.
- Performed ongoing weed and grass cutting on Village owned property.
- Trees on Village property were maintained in-house and by contract. Sawvell Tree Service completed work under the 2013 tree trimming contract and Advanced Tree Care under the tree removal contract. 241 dead, diseased or hazardous parkway trees were removed.
- Performed daily watering, as needed, of landscaped islands at entrance features.
- Gasoline and diesel fuel were purchased, on an as-needed basis, at the lowest quoted price.
- Monthly reports were submitted to the Finance Department for departmental expenditures.
- The Department also installed holiday decorations, including streetscape tree lighting.
- Manpower was supplied for Village events including the SWALCO electronics pickup and household hazardous waste collection, Farmer's Market, Memorial Day and Veterans Day setup, Art Festival, Community Services Day and Fourth of July/Family Days.
- Performed various improvements to the Metra train station building on Chestnut. Including painting the interior, refinishing the wood floor, and refinishing benches.

## STREET DIVISION

<p><b>Work Statistics</b>  <b>CALENDAR YEARS</b>  <b>2007 - 2013</b></p>
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	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<b><u>Cleaning</u></b>						
Streets Swept (Miles)	1,924	2,025	1,600	1,250	1,150	1,000
Streets Swept (Cubic Yards Debris)	1,025	975	400	325	310	300
<b><u>Traffic Marking</u></b>						
Traffic Marking (Lineal Feet)	8,831	9,120	22,265	20,659	18,581	12,949
<b><u>Pavement Patching</u></b>						
Pre-Mix Patching Materials Used (Tons)	355	275	110	124	210	260
<b><u>Concrete Removal and Replacement</u></b>						
Concrete (Cubic Yards)	0	0	0	97	145	139
<b><u>Drainage Structures</u></b>						
Catch Basins Cleaned (Number)	167	134	90	115	125	75
<b><u>Street Lights and Traffic Signals</u></b>						
Street Signs Erected or Replaced	201	190	221	282	231	151
Street Light Standards Replaced	7	8	10	9	15	12
Street Light Cable Repairs	207	210	221	65	58	47
Street Lamps Replaced	227	165	182	254	302	250
<b><u>Snow and Ice Control</u></b>						
Snow and Ice Control (Man Hours)	3,602	3,354	3,200	2,400	1500	1,500
Rock Salt Used (Tons)	6,217	4,530	3,100	2,500	3,600	3,600
<b><u>Tree Maintenance</u></b>						
Trees Removed (Number)	102	109	143	186	301	241
Tree Planting 50-50 Program	54	44	39	23	21	138
Leaf Removal (Tons)	8,199	10,786	6,606	7,350	7,674	7,674
<b><u>Weed Control</u></b>						
Parkway Mowing (Lineal Feet)	105,000	105,000	105,000	105,000	105,000	105,000

**BUDGET REQUEST - 2014  
STREET - ADMINISTRATION**

**102010-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	245,581	196,729	185,879	295,350	50.13%
TRAINING & DEVELOPMENT	1,523	1,700	1,450	1,250	-26.47%
CONTRACTUAL SERVICES	208,273	183,602	178,350	185,757	1.17%
COMMODITIES	6,754	5,300	4,400	4,300	-18.87%
UTILITIES	6,965	5,350	4,400	8,100	51.40%
CAPITAL OUTLAY	7,430	8,800	4,500	6,750	-23.30%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	158,371	109,443	109,443	140,318	28.21%
<b>DEPARTMENT TOTAL</b>	<b>634,897</b>	<b>510,924</b>	<b>488,422</b>	<b>641,825</b>	<b>25.62%</b>

**102036-**

**STREET - SNOW & ICE CONTROL**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	91,827	107,200	71,700	136,250	27.10%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	84,741	69,000	40,000	99,000	43.48%
COMMODITIES	194,611	79,500	76,450	267,250	236.16%
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	3,600	0	250	750	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>374,779</b>	<b>255,700</b>	<b>188,400</b>	<b>503,250</b>	<b>96.81%</b>

**102037-**

**STREET - FORESTRY**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	1,517	7,600	20,850	9,600	26.32%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	215,288	225,000	214,000	273,000	21.33%
COMMODITIES	10,037	16,000	13,200	9,000	-43.75%
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	23,296	2,000	1,500	2,000	0.00%
CAPITAL IMPROVEMENTS	51,200	60,000	40,000	60,000	0.00%
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>301,338</b>	<b>310,600</b>	<b>289,550</b>	<b>353,600</b>	<b>13.84%</b>

**BUDGET REQUEST - 2014**  
**STREET - TRAIN STATION MAINTENANCE**

**102038-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	9,178	7,815	10,300	10,750	37.56%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	31,353	45,000	47,000	51,000	13.33%
COMMODITIES	3,805	3,500	3,300	3,500	0.00%
UTILITIES	0	0	500	500	N/A
CAPITAL OUTLAY	0	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>44,336</b>	<b>56,315</b>	<b>61,100</b>	<b>65,750</b>	<b>16.75%</b>

**102050-**

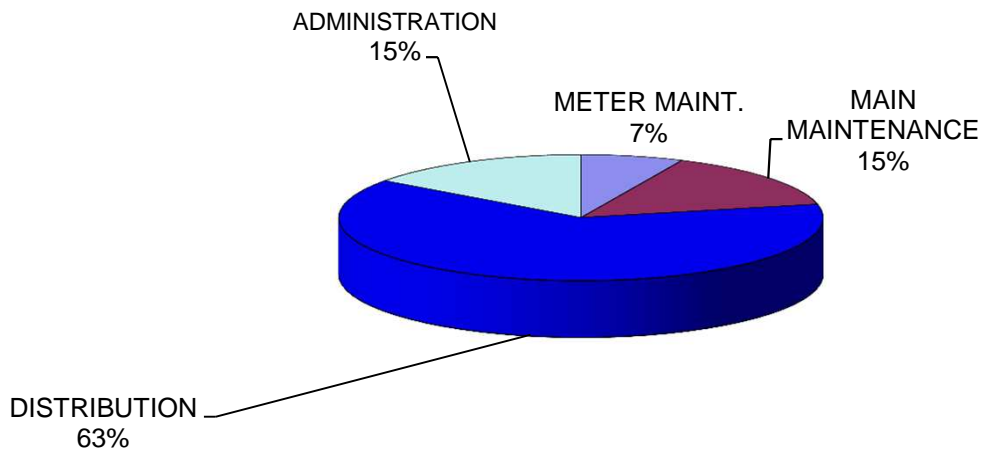
**STREET - MAINTENANCE**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	678,769	551,642	543,442	754,000	36.68%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	146,138	142,000	127,000	157,000	10.56%
COMMODITIES	87,695	76,000	70,600	108,000	42.11%
UTILITIES	48,405	40,000	26,000	60,000	50.00%
CAPITAL OUTLAY	0	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	400	400	2,500	525.00%
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>961,007</b>	<b>810,042</b>	<b>767,442</b>	<b>1,081,500</b>	<b>33.51%</b>

**BUDGET REQUEST - 2014  
WATER FUND - SUMMARY**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	1,006,886	758,914	755,322	1,051,200	38.51%
TRAINING & DEVELOPMENT	1,151	1,000	1,500	1,850	85.00%
CONTRACTUAL SERVICES	302,865	289,150	261,661	321,200	11.08%
COMMODITIES	2,573,599	1,587,900	1,590,550	2,395,500	50.86%
UTILITIES	93,607	58,000	57,000	97,100	67.41%
DEBT SERVICE	41,004	0	0	0	N/A
CAPITAL OUTLAY	553,388	122,400	148,400	114,475	-6.47%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	53,178	35,457	35,457	46,531	31.23%
<b>TOTAL</b>	<b>4,625,678</b>	<b>2,852,821</b>	<b>2,849,890</b>	<b>4,027,856</b>	<b>41.19%</b>

**WATER FUND EXPENDITURES**



## Water Division

### The primary accountabilities of the Water Division are:

- To provide fresh and safe potable water to Village residents by continuously monitoring and testing the water to comply with EPA regulations.
- To maintain, repair and replace water main, water services and fire hydrants as needed.
- To monitor, operate, upgrade, and improve the water distribution system.
- To maintain an elevated tank, thirteen water pumps, three underground reservoirs, and a booster station with a capacity of over six million gallons.
- To install, repair, replace, and test all water meters and take meter readings of all residential and commercial establishments within the Village.

### Accomplishments from April 2013 through December 2013:

- Completed water sampling and testing as required by the EPA. Collected and tested over 240 bacteriological samples and completed two rounds of trihalomethane and HAA5 sampling. Continued to monitor for chlorine residuals, phosphorus, pH and turbidities. As of October, all communities will be on an expanded program for the THM/HAA5 in that we will have four sites for one year instead of the one we've had in the past.
- Read 2,261 meters every month.
- The Department monitored construction projects and assisted the engineers and contractors with various infrastructure improvement projects and planning.
- Repaired 8 valves throughout the water distribution system.
- Installed 300 new Orion meter reading systems on new construction and replacement meters as needed.
- Published and distributed a drinking water Consumer Confidence Report per the Federal Drinking Water regulations.
- Responded to 57 main breaks, 9 service leaks and 232 JULIE locate requests.
- Tested and flushed 861 fire hydrants in the system.
- Continued the use of door hangers to inform residents of the reason for the utility locates at their property.
- Replaced the 5 MGD pump at Richfield reservoir with a new Allis Chalmers unit due to the age, obsolescence and damage to the old pump.
- Started work on replacing one of the old 2.5 MGD pump, motor and motor drives with a new 5.0 MGD system to replicate the existing one in case of that system encountering a failure. This is due to be completed in late November or early December.
- Had the elevated tank inspected by engineer/divers on November 5, 2013. Awaiting the final report.
- Implemented Water Sampling at new lab, CLCJAWA.
- Leak survey completed by Water Net Survey.
- Perform the required four EPA mandated samplings for the UCMR3 unregulated contaminants rule. This is a one year program. The last set of four was completed on November 12, 2013.

### The Water Division goals for the 2014 fiscal year are as follows:

- Assist the Engineering Department as needed with day-to-day activities and water system improvement projects and planning. This includes the water main replacement projects.
- Flush all fire hydrants in the distribution system.
- Continue to repair main breaks and service leaks.
- Replace five hydrants and rebuild meter pits as needed.
- Install 750 new Orion meter reading systems for remote meter reading.
- Continue to work toward determining how the current energy rebate packages may assist the Village with funding for projects and infrastructure upgrades.

## WATER DIVISION

<p><b>Work Statistics</b>  <b>CALENDAR YEARS</b>  <b>2007 - 2013</b></p>
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	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<b><u>Main and Fire Hydrant Maintenance</u></b>							
Water Main Breaks Repaired	77	47	59	76	75	78	57
Service Leaks Repaired	10	6	8	4	6	2	9
New Fire Hydrants Installed	3	5	10	3	6	3	3
Fire Hydrants Tested	1,234	1,267	1,267	1,267	1,267	1,267	861
Valves Repaired	17	10	7	6	9	8	1
B Box Adjustments	39	47	64	48	62	59	30
Julie Locations	3,387	2,933	2,470	2,551	3068	1,016	232
Valve Vaults Reconstruction	3	7	7	4	4	6	1
<b><u>Distribution</u></b>							
Annual Water Pumpage (in Billions of Gallons)	1.14	.937	.962	.956	.987	1.023	.645
Services Checked for Leaks	182	215	200	157	219	202	111
Water Sample Analysis	240	240	240	240	240	240	140
Water Sample Analysis (Lead)	0	0	0	0	0	30	0
Water Sample Analysis THM/HAA5 (IEPA Required)	4	4	4	4	4	4	4
Average Daily Consumption (MGD)			2.636	2.621	2.704	2.805	3.012
Peak Daily Consumption (MGD)			4.501	5.010	5.502	5.559	5.069
<b><u>Meter Maintenance</u></b>							
Meter Pits Repaired	5	4	3	3	4	2	2
New Meters Installed	688	408	312	466	574	737	300
Meters Tested	9	6	3	7	35	2	5
Frozen Water Services	0	0	0	0	0	0	0
Water Meters Read	27,132	27,132	27,132	27,132	27,132	27,132	15,827
Final Meter Readings	401	330	353	404	381	375	361
"Reread" Meter Readings	535	325	209	187	375	514	702
Shut-Off Notice/Delinquent Water Bills	453	404	121	470	486	460	41
Meters Sealed	111	79	109	146	50	126	32
Frozen Meters	0	8	8	1	0	41	0

**BUDGET REQUEST - 2014**  
**WATER DEPT. ADMINISTRATION**

**502010-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	290,990	236,202	238,600	363,200	53.77%
TRAINING & DEVELOPMENT	1,151	1,000	1,500	1,850	85.00%
CONTRACTUAL SERVICES	164,747	182,850	166,555	176,200	-3.64%
COMMODITIES	5,442	4,300	4,300	5,500	27.91%
UTILITIES	10,300	8,000	7,000	7,100	-11.25%
DEBT SERVICE	41,004	0	0	0	N/A
CAPITAL OUTLAY	401,812	3,400	2,400	5,475	61.03%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	53,178	35,457	35,457	46,531	31.23%
<b>DEPARTMENT TOTAL</b>	<b>968,624</b>	<b>471,209</b>	<b>455,812</b>	<b>605,856</b>	<b>28.57%</b>

**502031-**

**WATER DEPT. DISTRIBUTION**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	120,202	91,039	92,339	134,900	48.18%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	34,879	21,500	22,000	50,000	132.56%
COMMODITIES	2,414,236	1,501,350	1,501,800	2,272,400	51.36%
UTILITIES	83,307	50,000	50,000	90,000	80.00%
CAPITAL OUTLAY	8,292	7,500	32,500	5,000	-33.33%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>2,660,916</b>	<b>1,671,389</b>	<b>1,698,639</b>	<b>2,552,300</b>	<b>52.71%</b>

**BUDGET REQUEST - 2014**  
**WATER DEPT. MAIN MAINTENANCE**

**502050-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	420,465	300,390	296,400	397,600	32.36%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	97,288	67,500	57,600	82,000	21.48%
COMMODITIES	148,174	78,500	80,500	112,200	42.93%
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	1,610	1,500	1,500	2,000	33.33%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
DEPARTMENT TOTAL	667,537	447,890	436,000	593,800	32.58%

**502054-**

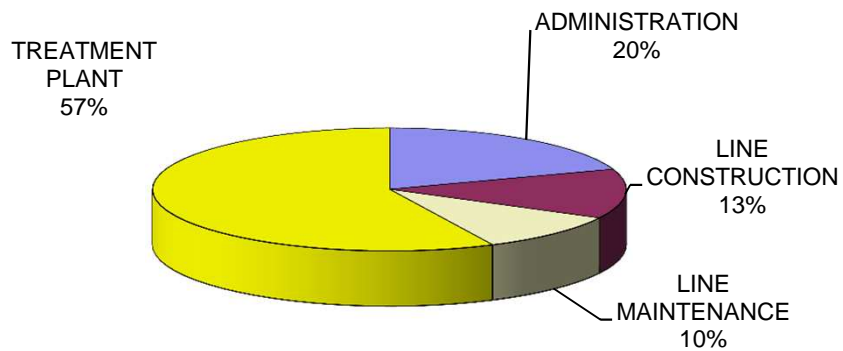
**WATER DEPT. METER MAINTENANCE**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	175,229	131,283	127,983	155,500	18.45%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	5,951	17,300	15,506	13,000	-24.86%
COMMODITIES	5,747	3,750	3,950	5,400	44.00%
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	141,674	110,000	112,000	102,000	-7.27%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
DEPARTMENT TOTAL	328,601	262,333	259,439	275,900	5.17%

**BUDGET REQUEST - 2014  
SEWER FUND - SUMMARY**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	1,734,165	1,233,279	1,214,900	1,706,800	38.40%
TRAINING & DEVELOPMENT	2,743	12,780	13,500	8,180	-35.99%
CONTRACTUAL SERVICES	394,406	508,170	387,420	467,900	-7.92%
COMMODITIES	146,401	193,650	131,100	221,000	14.12%
UTILITIES	245,643	189,000	176,500	231,360	22.41%
DEBT SERVICE	0	0	0	0	N/A
CAPITAL OUTLAY	3,601	33,250	21,550	18,160	-45.38%
CAPITAL IMPROVEMENTS	665,184	0	0	0	N/A
TRANSFERS OUT	75,724	53,890	53,890	88,400	64.04%
<b>TOTAL</b>	<b>3,267,867</b>	<b>2,224,019</b>	<b>1,998,860</b>	<b>2,741,800</b>	<b>23.28%</b>

**SEWER FUND DIVISIONS**



## Sewer Division

### The primary accountabilities of the Sewer Division are:

- To continue to maintain, clean, and repair the sanitary and storm sewer system and respond in a timely and efficient manner to emergency situations.
- To locate sewer lines for JULIE (Joint Utility Locating Information for Excavators).
- To treat and dispose of all sewage in an environmentally approved manner.
- To maintain and operate the main Water Reclamation Facility (WRF), six sanitary pumping stations, and various emergency equipment.
- To maintain a laboratory facility and to test for required parameters under our National Pollutant Discharge Elimination System (NPDES) permit program administered by the Illinois Environmental Protection Agency (IEPA).

In addition to maintaining the sanitary sewer collection system, the Sewer Division operates and maintains the WRF and nine satellite facilities. The nine facilities include six sanitary pumping stations, two storm water pumping stations, the Bannockburn detention basin, and is involved in the monitoring/maintenance of the 29A reservoir. The maintenance and operation of the satellite facilities is an essential part of the overall collection system and the wastewater treatment process. The Sewer Division monitors observations that are pertinent to the operation of the 29A reservoir, which are then reported to the Metropolitan Water Reclamation District of Greater Chicago.

The WRF is currently staffed five days a week, Monday through Friday, and is not staffed on holidays. Additional coverage is provided during evening hours, as needed, to control excess flow or repair mechanical problems. The WRF staff currently includes seven full-time employees; a superintendent, laboratory director, one WRF Mechanic, and four operators.

Design of the new WRF was completed in 2009 and sent to the Illinois Environmental Protection Agency (IEPA) for review to obtain a construction permit. The Village received the IEPA construction permit in August 2010 allowing the Village to competitively bid the project for construction. This project included the reconstruction of the WRF and major improvements to the satellite facility. Construction of the new WRF, and improvements to the satellite facilities, and is now complete. Minor punch-list items remain, which will be complete by the end of 2013.

The Sewer Division has worked with RedZone Robotics in response to sewer inspections. In all the Sewer Division has cleaned approximately 200,000 lineal feet of sanitary sewers.

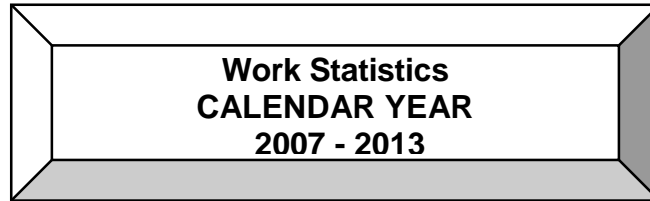
## **Accomplishments between April 2013 and December 2013:**

- Replaced 78 sanitary frames and covers
- Tuck pointed 80 sanitary and storm manholes to help reduce Inflow and Infiltration
- Televised 68,000 feet of sewers.
- Cleaned 200,000 feet of sanitary sewers and 12,350 feet of storm sewer.
- Brought the WRF reconstruction project to completion.
- Pflugsten Rd Sewage Lift Station Upgrade design completed, and project has been completed.
- Replacement of the Warwick Road dewatering pumps.
- Completed Deerfield Road Storm Station Automatic Transfer Switch Installation.

## **The Sewer Division goals for the 2014 fiscal year are as follows:**

- Clean 200,000 feet of storm and sanitary sewers.
- Work with the Engineering Department and the Building Department to inspect all storm and sanitary sewer repairs and reinstatements.
- The Division will continue to focus on reducing storm water infiltration into the sanitary sewer system using information from the Inflow and Infiltration Study.
- Work with the Engineering Department on the construction of various projects, including 2014 Street Rehabilitation Project, Deerfield Road Reconstruction, Briarwood Vista, and North Trail Subdivision Improvements.
- Annual sludge hauling and land application.
- Optimize WRF treatment process to minimize energy and polymer use.
- Work with the Engineering Department to install automatic samplers at the Warwick and Deerfield Storm Stations.
- Dye test and televise illegal connections to sanitary sewer system
- Repair and replace 3 storm sewer outfalls along both the Middle Fork and West Fork of the North Branch of the Chicago River.
- Work with Red Zone Technologies cleaning and reviewing 80 miles of sanitary sewer over the next year
- Work with Engineering Department on I/I Reduction Program.

## SEWER DIVISION



	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<b><u>Cleaning and Maintenance</u></b>						
Sanitary Sewer Stoppages	16	7	12	8	16	12
Sanitary Sewer Cleaned (in feet)	36,300	30,550	34,656	32,175	32,246	200,000
Sanitary Excavation Openings	9	4	6	7	12	9
Sanitary Infiltrations Found	3	3	10	12	11	22
Sanitary Manholes Rebuilt (in-house)	5	5	6	7	112	119
Sanitary Sewers Televised (in feet)	16,450	12,960	11,800	15,000	10,000	38,000
Homes Dye or Smoke Tested	165	217	155	75	25	55
Sewer Pipe Replaced (in-house)	67	37	47	80	64	85
<b><u>Construction</u></b>						
Storm Sewers Cleaned	19,250	14,350	13,500	15,500	14,000	12,350
Inlets Cleaned	127	119	110	125	186	175
Storm Excavation Openings	16	25	36	45	15	22
Storm Infiltrations Found	35	25	15	8	15	10
Storm Structures Reconstructed (in-house)	46	55	60	25	10	37
Storm Sewers Televised (in feet)	8,480	12,000	10,000	7,000	14,000	30,000
Street Inlet Covers Replaced	49	140	88	25	9	35
New Storm Sewers or Laterals Installed (in feet) (in-house)	114	127	119	75	52	40
Inlets Dye or Smoke Tested	153	120	98	60	0	12
Street Inlets Replaced (in-house)	47	55	60	48	29	44
<b><u>Wastewater Treatment Plant</u></b>						
Sanitary Sewage Pumped (in million gallons)	1,217	1,209	1,068	1,345	880	578
Primary Sludge (in thousand gallons)	5,123	4,728	5,174	4,259	0	0
Sodium Hypochlorite Used (gallons)(disinfection)	18,000	22,500	22,500	24,500	0	0
Sludge Beds Cleaned	74	85	66	59	47	0
Sludge Beds Drawn	92	70	75	45	30	0
Electric Current Used (in thousand K.W.H.)	2,095	2,186	2,235	2,289	2,170	1,511
Sludge Hauled/Land Application (Cubic Yards)						1,800

**BUDGET REQUEST - 2014**  
**SEWER DEPT. ADMINISTRATION**

**542010-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	224,207	186,329	189,250	242,050	29.90%
TRAINING & DEVELOPMENT	950	900	1,500	2,300	155.56%
CONTRACTUAL SERVICES	201,655	219,900	193,400	221,100	0.55%
COMMODITIES	7,636	4,550	3,700	4,800	5.49%
UTILITIES	3,008	3,200	2,500	4,000	25.00%
DEBT SERVICE	0	0	0	0	N/A
CAPITAL OUTLAY	0	600	150	3,650	508.33%
CAPITAL IMPROVEMENTS	665,184	0	0	0	N/A
TRANSFERS OUT	55,776	39,487	39,487	62,270	57.70%
<b>DEPARTMENT TOTAL</b>	<b>1,158,416</b>	<b>454,966</b>	<b>429,987</b>	<b>540,170</b>	<b>18.73%</b>

**542031-**

**SEWER DEPT. LINE CONSTRUCTION**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	161,053	189,390	180,950	276,750	46.13%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	15,794	27,100	22,000	23,000	-15.13%
COMMODITIES	42,629	51,500	31,500	57,200	11.07%
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	0	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>219,476</b>	<b>267,990</b>	<b>234,450</b>	<b>356,950</b>	<b>33.20%</b>

**BUDGET REQUEST - 2014**

**542051-**

**SEWER DEPT. MAIN MAINTENANCE/CLEANING**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	203,511	151,850	160,900	228,800	50.68%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	13,528	17,500	17,500	24,000	37.14%
COMMODITIES	12,677	11,600	9,600	25,000	115.52%
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	0	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
DEPARTMENT TOTAL	229,716	180,950	188,000	277,800	53.52%

**542052-**

**SEWER DEPT. WASTEWATER TREATMENT FACILITY**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	1,145,394	705,710	683,800	959,200	35.92%
TRAINING & DEVELOPMENT	1,793	11,880	12,000	5,880	-50.51%
CONTRACTUAL SERVICES	163,429	243,670	154,520	199,800	-18.00%
COMMODITIES	83,459	126,000	86,300	134,000	6.35%
UTILITIES	242,635	185,800	174,000	227,360	22.37%
CAPITAL OUTLAY	3,601	32,650	21,400	14,510	-55.56%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	19,948	14,403	14,403	26,130	81.42%
DEPARTMENT TOTAL	1,660,259	1,320,113	1,146,423	1,566,880	18.69%

## **Public Works Garage**

### **The primary accountabilities of the Public Works Garage are:**

- Maintain Village and Police Department Vehicles
- Maintain Village owned mobile Capital Equipment
- Provide repairs and maintenance of equipment in support of public works forces
- Prepare specifications and bid documents for new Vehicles and equipment purchases
- General building maintenance for the main Public Works Facility

Garage personnel, consisting of one foreman and one mechanic are responsible for the overall maintenance of all public works, police and engineering vehicles and equipment as well as the garage facility. The foreman and mechanic within this division maintain 11 Administration vehicles, 18 Police vehicles, 27 Public Works vehicles, and 180 various pieces of construction/maintenance related equipment. The construction and maintenance equipment includes: 25 snow plows, 3 backhoes, 2 front end loaders, 3 mower tractors, 3 Bobcats, 1 sidewalk plow, 5 snow blowers, 1 street sweeper, 3- 20-cubic yard self-loading leaf vacuum trailers, 1- 14-cubic yard self-loading leaf vacuum trailer, 1 lighting trailer, 2 arrow board trailers, 1 message board, 1stump grinder, 1wood chipper, 4 air compressors, 8 salt spreaders, 8 pumps, 7 generators, 2 hydraulic concrete breaker, 6 lawn mowers, 10 chain saws, 6 cement saws, 10 trailers and 2 water jets. The Public Works building and HVAC equipment is also maintained by the two Garage personnel.

A charge is made to the various Village departments by budgetary functions for parts and labor on vehicles and equipment serviced by the Garage. The department is responsible to contract for service from outside repair companies for major building work and major equipment body and transmission work as well as maintaining a parts inventory.

### **Accomplishments between April 2013 and December 2013:**

- Maintained all snow and ice removal equipment during winter storms.
- General maintenance of all Village and Police Department Vehicles.
- Maintained the Public Works Facility at 465 Elm Street including; directing contractors on general HVAC repairs and maintenance and wash bay repairs.
- Monthly reports were submitted to the Finance Department for departmental expenditures.
- Prepared specifications and bidding documents for the replacement of 10 Trucks and equipment
- Replaced floor drains in parking garage.
- Replaced (6) man doors, in parking garage.
- Replaced overhead door tracks on salt storage building and overhead doors in wash bay.
- Replaced (1) 36,220 GVWR dump truck with plow and spreader (#801).
- Replaced (1) self-propelled walk behind concrete saw.
- Replaced (1) zero-turn riding mower.
- Replaced (1) 18,000lb tandem axle trailer.
- Replaced (1) skid steer loader with 40"planer and 80"grapple bucket (#S250).
- Replaced (1) four ton diesel fuel fired tandem axle asphalt recycler/heater trailer (#BTT-1).
- Replaced (1) 4- wheel drive pick-up truck (#701).
- Replaced (1) 2- wheel drive pick-up truck (#605).
- Replaced (1) 4- wheel drive pick-up truck with plow (#809).
- Replaced (1) backhoe/loader (#BH-1).
- Manpower was supplied for Village events including the SWALCO electronics pickup and household hazardous waste collection, Farmer's Market, Memorial Day and Veterans Day setup, Art Festival, Community Services Day, and Fourth of July/Family Days.

### **The Public Works Garage goals for the 2014 fiscal year are as follows:**

- Maintain all snow and ice removal equipment during winter storms.
- General maintenance of all Village and Police Department Vehicles.

**BUDGET REQUEST - 2014  
GARAGE FUND**

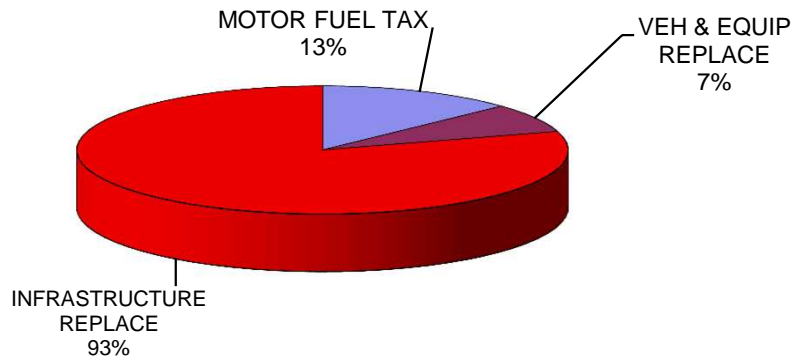
**702050-**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	246,130	178,700	176,200	240,300	34.47%
TRAINING & DEVELOPMENT	70	900	900	400	-55.56%
CONTRACTUAL SERVICES	21,191	26,000	23,500	26,000	0.00%
COMMODITIES	116,391	92,500	67,100	109,000	17.84%
UTILITIES	3,043	1,000	1,900	3,825	282.50%
DEBT SERVICE	0	0	0	0	N/A
CAPITAL OUTLAY	92	1,150	1,200	2,500	117.39%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	2,670	1,788	1,788	4,007	124.11%
DEPARTMENT TOTAL	389,587	302,038	272,588	386,032	27.81%

**BUDGET REQUEST - 2014  
CAPITAL PROJECT FUNDS - SUMMARY**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	0	0	0	0	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	1,481,250	1,320,000	916,000	1,070,000	-18.94%
COMMODITIES	0	0	0	0	N/A
UTILITIES	0	0	0	0	N/A
OTHER EXPENSES	770,444	1,667,447	1,502,447	774,000	-53.58%
CAPITAL OUTLAY	12,497,784	4,161,000	4,567,823	1,960,000	-52.90%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>TOTAL</b>	<b>14,749,478</b>	<b>7,148,447</b>	<b>6,986,270</b>	<b>3,804,000</b>	<b>-46.79%</b>

**CAPITAL PROJECT FUNDS**



## **CAPITAL PROJECTS FUNDS**

The Village has a number of sources from which capital projects are funded. These include the funds described in this section and also the General, Water and Sewer Funds. As part of the annual budget process, the Village prepares a separate five-year capital improvement program (CIP), which is updated for the budget year. The capital project program for 2014 is more fully described in the *Transmittal Letter* and in the *Major Budget Policies and Objectives* section. The first three years of the CIP are presented in this section in tabular form, along with those capital projects funds as described below.

The Village defines a capital project generally as a long lived fixed improvement with a cost greater than \$5,000.

### **INFRASTRUCTURE REPLACEMENT FUND**

This fund was established in 1989 for the purpose of maintaining, repairing and renovating the capital assets of the Village. The primary sources of funding have been residual equity transfers (primarily from the General Fund), a 0.25% home rule sales tax established in 2005, infrastructure maintenance fee established in 2014, MFT revenue, bond proceeds (most recently, the 2012 and 2013 GO issues), state and federal grants and investment earnings.

As part of the planning for the substantial projects contained in this CIP and beyond, it is planned to continue to utilize existing revenue sources, including the 0.25% home rule sales tax, the infrastructure maintenance fee, a small property tax levy, all MFT funds, new and carryover state and federal grants (primarily road). The major projects anticipated for this year are:

- Engineering costs for upcoming infrastructure projects, including Lake Cook Road, Deerfield Road and Pfingsten/Kates Bridge.
- Annual street rehabilitation project from IRF and MFT funds.

### **MOTOR FUEL TAX**

Motor fuel tax is a share of the state-imposed and collected fuel tax. The sharing is based on a per-capita formula derived by the state legislature and is expected to yield \$23.50 per person this year. State regulations strictly control the use of these funds and include the following eligible items: street construction, maintenance or reconstruction; bridge repair; traffic signal installation and maintenance; and sidewalk repair and maintenance. The Village intends to use all the funds this year towards the street rehabilitation project.

## **VEHICLE AND EQUIPMENT REPLACEMENT**

This fund is established to amortize the replacement cost of certain Village equipment over its useful life. For inclusion into this schedule, capital equipment is defined as any vehicle or regularly replaced equipment item having a useful life of more than one year and a value of \$5,000 or more at the time of the purchase. Over the past two years, a number of items that were not previously included in the schedule have been added and the appropriate contributions included in the operating divisions. A list of the major items to be replaced this fiscal year follows:

- Replace police vehicles (3) - \$85,000
- Replace Phone Switch, E911 system - \$165,000
- Replace in radio console, Police - \$30,000

**BUDGET REQUEST - 2014****222082-****INFRASTRUCTURE REPLACEMENT FUND**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	0	0	0	0	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	1,481,250	1,320,000	916,000	1,070,000	-18.94%
COMMODITIES	0	0	0	0	N/A
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	0	0	0	0	N/A
CAPITAL IMPROVEMENTS	12,497,784	4,161,000	4,567,823	1,960,000	-52.90%
TRANSFERS OUT	0	0	0	0	N/A
<b>FUND TOTAL</b>	<b>13,979,034</b>	<b>5,481,000</b>	<b>5,483,823</b>	<b>3,030,000</b>	<b>-44.72%</b>

**142050-****MOTOR FUEL TAX FUND**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	0	0	0	0	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A
COMMODITIES	0	0	0	0	N/A
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	490,000	694,000	694,000	494,000	-28.82%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>490,000</b>	<b>694,000</b>	<b>694,000</b>	<b>494,000</b>	<b>-28.82%</b>

**211150-****VEHICLE & EQUIPMENT REPLACEMENT FUND**

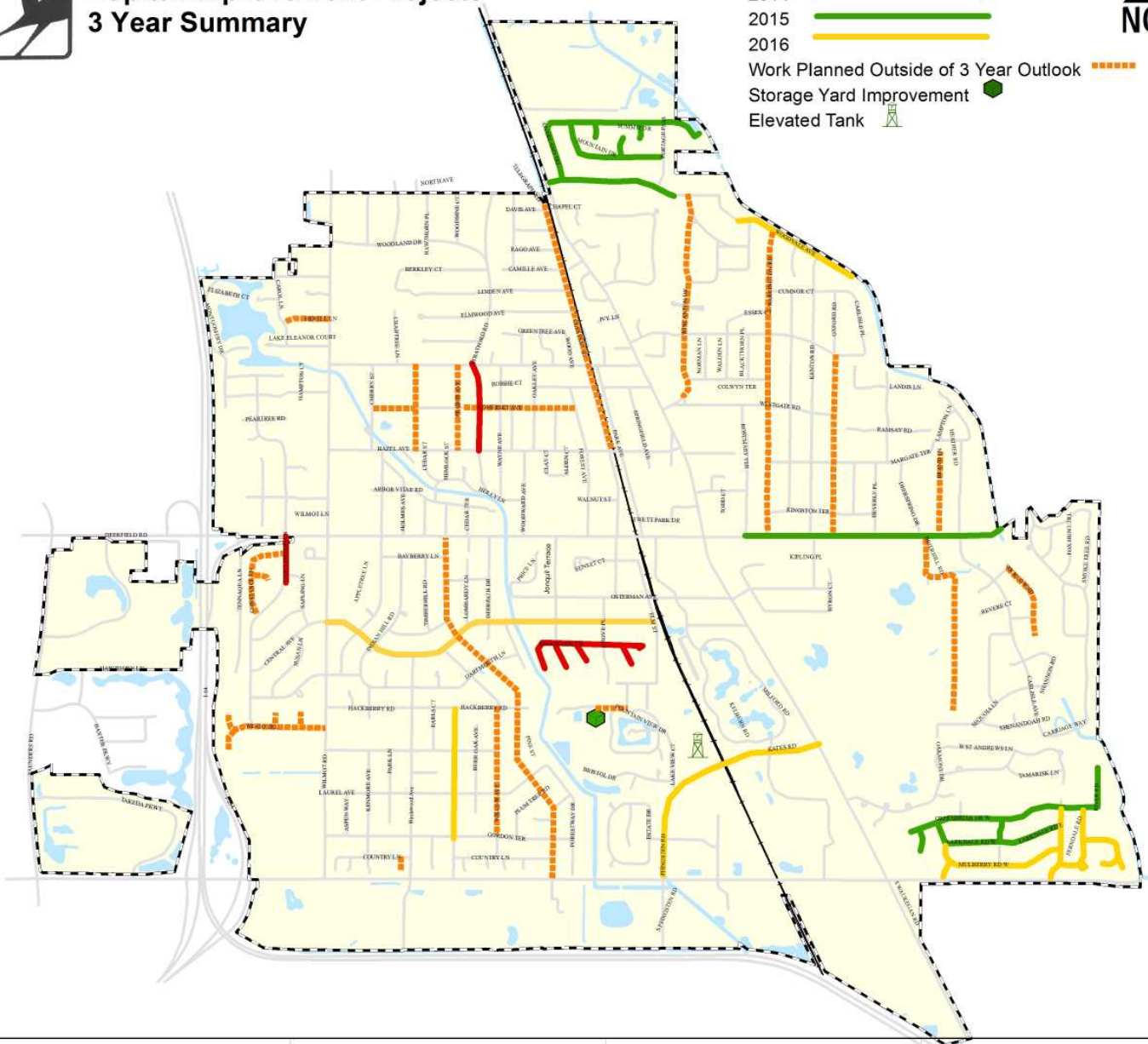
	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	0	0	0	0	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A
COMMODITIES	0	0	0	0	N/A
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	280,444	973,447	808,447	280,000	-71.24%
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>280,444</b>	<b>973,447</b>	<b>808,447</b>	<b>280,000</b>	<b>-71.24%</b>



# FY 2014-2016 Capital Improvement Projects 3 Year Summary

## LEGEND

- 2014 █
- 2015 █
- 2016 █
- Work Planned Outside of 3 Year Outlook - - - -
- Storage Yard Improvement ■
- Elevated Tank



2014	2015	2016	Out Years
<b>Street Rehab</b>	<b>Street Rehab</b>	<b>Street Rehab</b>	<b>Street Rehab</b>
Brookside Lane	NO LOCATIONS	Central (Willmot to Central)	Alley Rehab
Castlewood (Deerfield Road to 300' South)	<b>Capital Projects</b>	<b>Capital Projects</b>	Broadmoor Place
Cambridge Circle	Deerfield Rd	Woodvale Ave	Chestnut Street Parkway Improvement Phase 1
Fairview Ave (Hackberry to South Limits)	<b>NorthTrails Subdivision</b>	<b>Briarwood Vista Subdivision Part 2</b>	Constance/ Christopher
Princeton Lane	North Ave	Carlisle Ave	Craig Court
Radcliff Circle	OverLand Trail	Crestview Dr	Foresythe Dr
Stratford Road	Mountain Dr	Ferndale Rd.	Hackberry Rd
<b>Capital Projects</b>	Portage Pass	Glady Ct	Kimberly Court
NO LOCATIONS	<b>Briarwood Vista Subdivision Part 1</b>	Mulberry East	Lisa Marie Court
	Greenbriar Dr	Mulberry West	Oxford Lane (Warwick to Deerfield Rd)
	Larkdale East		Palula Court
	Larkdale West		Phingsten/Kates Rd
			Pine Street (Deerfield Rd to Lake Cook Rd)
			Prairie Ave
			Somerset Ave (Cherry to Broadmoor)
			Somerset Ave (Prairie to Forest)
			Warrington Rd (Warwick to Deerfield Rd)
			Wego Court
			Wego Trail
			Wicklow Rd
			Willow Ave (Hackberry to South Limits)
			Wincanton Dr (Woodvale to Westgate)



**Capital Improvement Projects**  
**ENGINEERING DEPARTMENT**  
 Transportation & Infrastructure

**CAPITAL IMPROVEMENT PROGRAM**  
**PROJECTIONS FOR CONSTRUCTION PROJECTS, LAND ACQUISITION, & BUILDINGS OVER \$5,000**

# PROJECT	2014	2015	2016	2017	2018	Funding Source
<b>1. Transportation/Street Projects</b>						
a) Street Rehabilitation Program						
1. Construction (including Sidewalk Replacement Program)	756,000		856,000	956,000	1,056,000	Infrastructure Replacement Fund (IRF)
	494,000		494,000	494,000	494,000	Motor Fuel Tax (MFT)
b) NPDES						
1. Phase II Eng. (Design)	5,000	5,000				Infrastructure Replacement Fund (IRF)
2. Phase III Construction (Outfall Rehabilitation)	35,000	35,000				Infrastructure Replacement Fund (IRF)
						Infrastructure Replacement Fund (IRF)
c) Deerfield Road Reconstruction						
1. Phase II Engineering	100,000	100,000				Infrastructure Replacement Fund (IRF)
2. Phase III Engineering (Construction)		417,240				Infrastructure Replacement Fund (IRF)
		131,760				Highland Park <b>Revenue</b>
		903,000				Federal Grant <b>Revenue</b>
3. Phase III Construction		337,500				Infrastructure Replacement Fund (IRF)
		120,000				Highland Park <b>Revenue</b>
		752,500				Federal Grant
d) Lake Cook Road (Cook County Highway Dept.)						
1. Landscape Medians						Infrastructure Replacement Fund (IRF)
						Cook County
2. Water Main Relocation						
a. Eng. (Design & Construction)						Infrastructure Replacement Fund (IRF)
b. Phase III Construction (Water Main, Sanitary, Sidewalk)	463,000					Infrastructure Replacement Fund (IRF)
e) Roadway Condition Evaluations						
1. IMS Street Testing	25,000	5,000	5,000			Infrastructure Replacement Fund (IRF)
f) Pflingsten/Kates Road Rehabilitation						
1. Phase I Eng. (Study)						Infrastructure Replacement Fund (IRF)
2. Phase II Eng. (Design In House)						Infrastructure Replacement Fund (IRF)
3. Phase III Eng. (Construction)			20,000			Infrastructure Replacement Fund (IRF)
4. Phase III Construction			750,000			Infrastructure Replacement Fund (IRF)
g) Pflingsten/Kates Road Bridge Rehabilitation						
1. Phase I Engineering (Design)	20,000					Infrastructure Replacement Fund (IRF)
	80,000					Federal Grant <b>Revenue</b>
2. Phase II Engineering (Design)						Infrastructure Replacement Fund (IRF)
3. Phase III Construction						Infrastructure Replacement Fund (IRF)
h) Woodvale Avenue (Roadway Reconstruction)						
1. Phase II Engineering (Design)		100,000				Infrastructure Replacement Fund (IRF)
2. Phase III Engineering (Materials)			20,000			Infrastructure Replacement Fund (IRF)
3. Phase III Construction			1,100,000			Infrastructure Replacement Fund (IRF)
i) Northtrails Subdivision						
1. Phase II Eng. (Design)	100,000					Infrastructure Replacement Fund (IRF)
2. Phase III (Construction)		1,306,000				Infrastructure Replacement Fund (IRF)
		494,000				Motor Fuel Tax (MFT)
j) Briarwood Vista Infrastructure Rehabilitation (Water/Street/Lighting)						
1. Phase II Eng. (Design)	125,000					Infrastructure Replacement Fund (IRF)
2. Phase III Eng. (Construction)						Infrastructure Replacement Fund (IRF)
3. Phase III Construction		2,500,000	2,500,000			Infrastructure Replacement Fund (IRF)
k) Lighting System Improvements						
1. Phase II Eng. (Design)		50,000		50,000		Infrastructure Replacement Fund (IRF)
2. Phase III Construction (Hazel Avenue)			50,000		50,000	Infrastructure Replacement Fund (IRF)
l) Alley Rehabilitation						
1. Phase II Eng. (Survey)				10,000		Infrastructure Replacement Fund (IRF)
2. Phase III Construction				200,000	200,000	Infrastructure Replacement Fund (IRF)
m) Pavement Preservation (Crack Sealing)						
1. Construction	30,000	20,000	20,000	20,000	20,000	Infrastructure Replacement Fund (IRF)
n) Chestnut Street parkway Improvement						
1. Phase III Eng. (Construction)				100,000	150,000	Infrastructure Replacement Fund (IRF)
o) Briarwood Country Club Stormwater Engineering						
1. Phase II Eng. (Design)	20,000					Infrastructure Replacement Fund (IRF)
p) Deerfield Road Pedestrian Underpass						
Project Carry Over	185,000					Infrastructure Replacement Fund (IRF)
q) Central/Juniper Bridge						
Project Carry Over	96,000					Infrastructure Replacement Fund (IRF)
<b>Transportation/Street Projects Totals</b>	<b>2,534,000</b>	<b>18,167,000</b>	<b>5,815,000</b>	<b>1,830,000</b>	<b>1,980,000</b>	

	2014	2015	2016	2017	2018	Funding Source
<b>2) Bikeway (Sidewalk) Improvements</b>						
a) S. Side Deerfield Rd - Rosemary to Carlisle						
1. Phase I (ROW Acquisition)	230,000					Federal Grant <b>Revenue</b>
2. Phase I Eng. Study (Plats-Legals-Appraisals-Negotiations -ROW Acquisition)	50,000					Infrastructure Replacement Fund (IRF)
3. Phase II Eng. (Design)	70,000					Federal Grant <b>Revenue</b>
4. Phase III Eng. (Construction)	10,000					Infrastructure Replacement Fund (IRF)
5. Phase III Construction		10000				Infrastructure Replacement Fund (IRF)
		30000				Federal Grant <b>Revenue</b>
		80000				Infrastructure Replacement Fund (IRF)
		320000				Federal Grant
<b>Bikeway (Sidewalk) Improvements Totals</b>	<b>360,000</b>	<b>440,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>3) Sewage Treatment Plant</b>						
a) Treatment Plant Replacement						
a. Phase III Engineering	15,000					Wastewater Treatment Plant
b. Phase III Construction						Wastewater Treatment Plant
<b>4) Satellite Wastewater Facilities</b>						
a) Reserved						Infrastructure Replacement Fund (IRF)
b) Wilmot Road Pumping Station (Pump Cable Replacement)						Infrastructure Replacement Fund (IRF)
c) Pflingsten Road Pump Station (Rehabilitation)						Infrastructure Replacement Fund (IRF)
d) Deerfield Road Generator Fuel Tank Replacement			75,000			Infrastructure Replacement Fund (IRF)
e) Deerfield Road and Warwick Road Pump Stations (Composite sampling equip.)	50,000					Infrastructure Replacement Fund (IRF)
f) Wilmot Road Dry Weather Pumps			75,000			Infrastructure Replacement Fund (IRF)
g) Pump Diagnostics and Repair Project		50,000				Infrastructure Replacement Fund (IRF)
<b>Sewage Treatment Plant Totals</b>	<b>65,000</b>	<b>50,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	
<b>5) Village Center Redevelopment</b>						
a) Railroad Viaduct Advance Warning Devices				150,000	150,000	Infrastructure Replacement Fund (IRF)
b) Downtown Streetscape lighting (Sternberg LED upgrade)		100,000				Infrastructure Replacement Fund (IRF)
<b>Village Center Redevelopment Totals</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>150,000</b>	<b>150,000</b>	
<b>6) Public Buildings / Improvements</b>						
a) Public Works Facility & Storage Yard Improvements	75,000	15,000	15,000	15,000	15,000	Infrastructure Replacement Fund (IRF)
b) Public Works Building Roof Replacement		250,000				Infrastructure Replacement Fund (IRF)
<b>Public Buildings / Improvements Totals</b>	<b>75,000</b>	<b>265,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	
<b>7. Sewer Projects</b>						
a) Sewer Lining	125,000	200,000	200,000	200,000	200,000	Infrastructure Replacement Fund (IRF)
b) Inflow and Infiltration Consulting Services	125,000	50,000	50,000	50,000	50,000	Infrastructure Replacement Fund (IRF)
c) Inflow and Infiltration Sanitary/Storm Infrastructure Improvements	0	50,000	50,000	50,000	50,000	Infrastructure Replacement Fund (IRF)
d) Sanitary Sewer Inspection Program	115,000	115,000	115,000	115,000		Infrastructure Replacement Fund (IRF)
<b>8. Water System Projects</b>						
a) Richfield Pump Station and Reservoir Improvements						
1. Richfield Pump Station Energy Efficiency Modification						
a. Phase III Construction			390,000			Infrastructure Replacement Fund (IRF)
2. Richfield Pump Station and Reservoir Lead Paint Removal						
a. Phase III Construction			82,000			Infrastructure Replacement Fund (IRF)
3. Reservoir inspection, cleaning and sealing						
a. Phase III Construction		20,000				Infrastructure Replacement Fund (IRF)
4. Reservoir Variable Frequency Drive						
a. Phase III Construction	30,000					Infrastructure Replacement Fund (IRF)
b) Water System Modeling	70,000					Infrastructure Replacement Fund (IRF)
c) Elevated Tank Maintenance						
1. Elevated Tank Restoration Engineering	25,000					Infrastructure Replacement Fund (IRF)
2. Elevated Tank Painting		700,000				Infrastructure Replacement Fund (IRF)
d) Remote Meter Reading Systems	100,000	200,000				Water Fund
<b>Sewer &amp; Water Totals</b>	<b>590,000</b>	<b>1,335,000</b>	<b>887,000</b>	<b>415,000</b>	<b>300,000</b>	
<b>CAPITAL IMPROVEMENT PROJECTS - TOTALS</b>	<b>\$3,624,000</b>	<b>\$20,357,000</b>	<b>\$6,867,000</b>	<b>\$2,410,000</b>	<b>\$2,445,000</b>	

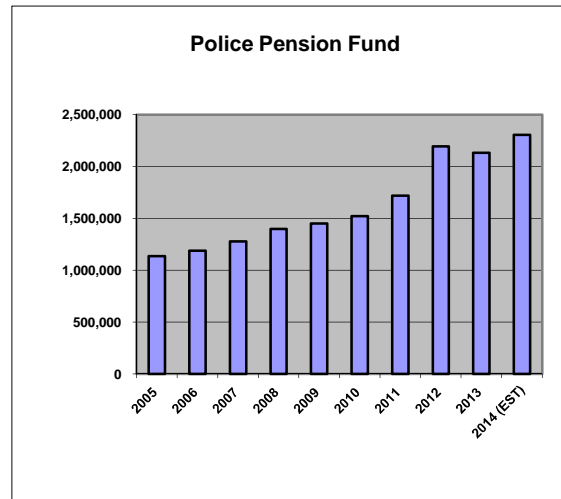
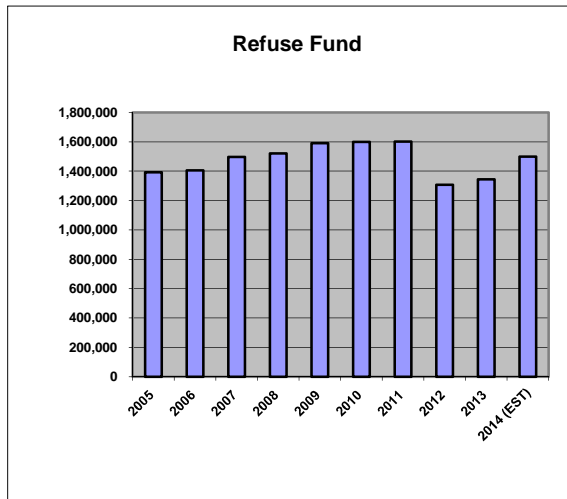
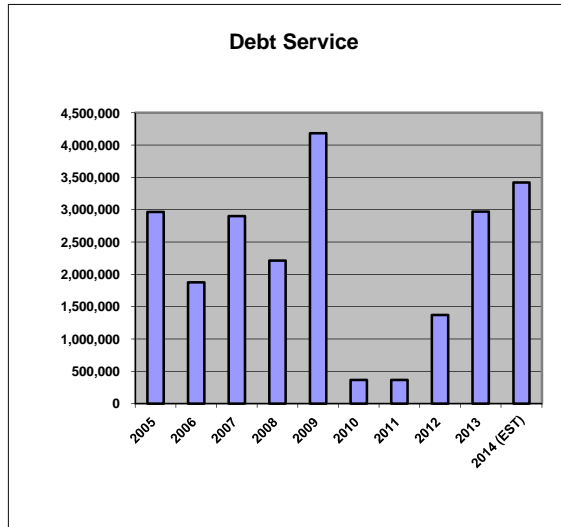
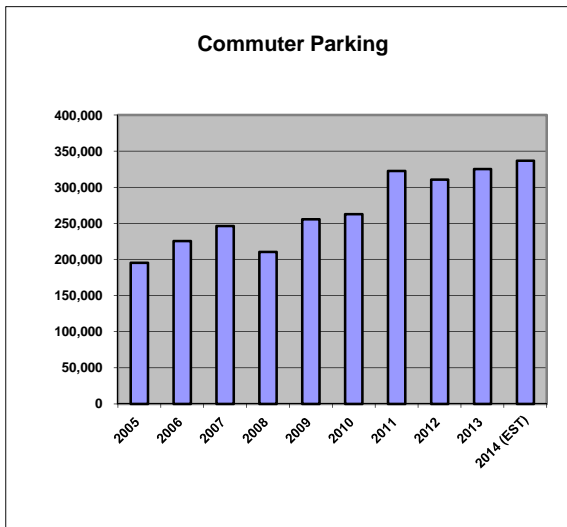
**CAPITAL IMPROVEMENT PROGRAM  
PROJECTIONS FOR CONSTRUCTION PROJECTS, LAND ACQUISITION, & BUILDINGS OVER \$5,000**

# PROJECT	GRAND TOTALS	2014	2015	2016	2017	2018
<b>FUNDING SUMMARY</b>						
IDOT						
City of Highland Park - Revenue		0	1,331,760	0	0	0
Lake County						
Cook County						
State Grant						
Federal Grant		0	7,845,000	0	0	0
Federal Grant - Revenue		380,000	933,000	0	0	0
Motor Fuel Tax (MFT)		494,000	494,000	494,000	494,000	494,000
Private Investment						
General Fund		0	0	0	0	0
Infrastructure Replacement Fund (IRF)		2,635,000	9,553,240	6,373,000	1,916,000	1,951,000
Sewer Fund						
Water Fund		100,000	200,000	0	0	0
TIF #2 (Village Center) TIF-VC						
Wastewater Treatment Plant		15,000	0	0	0	0
Unresolved		0	0	0	0	0
	<b>TOTAL</b>	<b>\$ 3,624,000</b>	<b>\$ 20,357,000</b>	<b>\$ 6,867,000</b>	<b>\$ 2,410,000</b>	<b>\$ 2,445,000</b>

**TOTAL IRF      3,030,000**

**BUDGET REQUEST - 2014  
SUPPORT FUNDS - SUMMARY**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	2,209,097	1,624,800	1,625,950	2,398,250	47.60%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	1,349,147	1,044,500	989,276	1,495,000	43.13%
COMMODITIES	23,304	28,950	24,950	27,950	-3.45%
UTILITIES	10,965	7,600	9,300	9,300	22.37%
DEBT SERVICE	2,973,703	3,404,155	3,404,156	3,423,043	0.55%
CAPITAL OUTLAY	26,737	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	209,177	139,480	139,480	211,649	51.74%
<b>TOTAL</b>	<b>6,802,130</b>	<b>6,249,485</b>	<b>6,193,112</b>	<b>7,565,192</b>	<b>21.05%</b>



## DEBT SERVICE FUND

The Debt Service Fund is used for paying general obligation debt incurred by the Village. The property tax is levied in such a fashion so that the Village will receive funds in time to pay the principal and interest as it becomes payable. The Board abated \$1.37 million of the 2013 debt service levy (due in 2014) using a combination of General Fund reserves and alternate revenues (Qualified Energy Conservation Bond and Build America Bond credits). No new debt is projected in the current fiscal period.

### Schedule of General Obligation Debt Outstanding

Currently the Village has six general obligation bond issues outstanding:

General Obligation Bonds, Series 2008. This \$5,000,000 issue was authorized to finance general capital improvements including water and sewer system improvements and road reconstruction. The Village will analyze the debt service levy annually to determine if any or all of the required property tax can be abated using alternate revenues.

General Obligation Bonds, Series 2010 Build America Bonds. This \$12.5 million issue was dedicated to the first phase of construction of the new wastewater treatment plant (\$7.5 million) and for general capital projects. These were issued under the Build America Bond program and thus the Village will receive a credit from the US Government each year for 35% of the interest due on these taxable bonds.

General Obligation Bonds, Series 2011A. This \$9.9 million issue consisted of \$4.0 million in tax exempt debt for various Village capital projects and \$5.9 million for the first phase of the Deerfield Public Library (DPL) remodeling. The DPL is a component unit of the Village; by law, the Village issued this debt on their behalf and it will be serviced by property taxes linked to the DPL levy.

General Obligation Bonds, Series 2011B. This \$12.5 million issue was dedicated to the continued construction of the wastewater treatment plant. The taxable debt was issued under the Federal Qualified Energy Conservation Bond (QECCB) program and will receive a credit from the US Government of approximately 70% of the interest due. These were issued as term bonds all due in 2028; a sinking fund will accumulate the principal portion of the debt service levied each year. These will be serviced using property tax levies.

General Obligation Bonds, Series 2012. This \$10 million tax exempt issue was dedicated to the continued construction of the wastewater treatment plant. This will be serviced using property tax levies.

General Obligation Bonds, Series 2013. This \$9.075 million issue consisted of \$3.2 million in tax exempt debt for the continued construction of the wastewater treatment plant and \$5.75 million for the final phase of the Deerfield Public Library remodeling.

GENERAL OBLIGATION DEBT  
Retirement Schedule Principal and Interest -- (Levy Year Basis)

TAX LEVY YEAR	General Obligation Series 2008 -- 4/21/08 \$5,000,000 (1)		General Obligation Build America Bonds Series 2010 -- 11/1/10 \$12,500,000 (2)		General Obligation Series 2011A -- 09/26/11 \$9,900,000 (3)		General Obligation Series 2011B -- 09/26/11 \$12,500,000 QECB (2)		General Obligation Series 2012 -- 02/06/12 \$10,000,000 (1)		General Obligation Series 2013 -- 01/03/13 \$9,075,000 (5)		TOTAL
	Principal	Interest	Principal	Interest	Principal	Interest	Principal (4)	Interest	Principal	Interest	Principal	Interest	
2013	205,000	162,844	550,000	451,235	255,000	231,465	725,000	382,375	0	234,763	660,000	172,118	4,029,800
2014	210,000	155,669	555,000	442,435	270,000	228,915	725,000	382,375	0	234,763	685,000	158,917	4,048,074
2015	220,000	147,794	560,000	431,335	280,000	226,215	725,000	382,375	0	234,763	710,000	145,218	4,062,700
2016	225,000	139,544	565,000	418,455	295,000	222,715	725,000	382,375	0	234,763	730,000	131,017	4,068,869
2017	235,000	131,106	575,000	402,917	310,000	218,290	725,000	382,375	135,000	234,763	615,000	116,418	4,080,869
2018	245,000	122,294	585,000	385,380	325,000	212,865	725,000	382,375	440,000	233,075	335,000	104,117	4,095,106
2019	255,000	112,800	600,000	364,320	340,000	206,365	725,000	382,375	455,000	227,575	340,000	97,418	4,105,853
2020	265,000	102,919	610,000	341,220	365,000	199,565	725,000	382,375	475,000	220,750	345,000	90,617	4,122,446
2021	275,000	92,319	625,000	316,210	380,000	192,265	725,000	382,375	495,000	212,438	350,000	83,718	4,129,325
2022	290,000	81,319	645,000	289,335	400,000	183,715	725,000	382,375	515,000	203,775	350,000	76,717	4,142,236
2023	300,000	69,356	660,000	260,310	425,000	174,115	725,000	382,375	540,000	193,475	355,000	69,718	4,154,349
2024	315,000	56,981	680,000	229,290	450,000	163,490	725,000	382,375	555,000	182,675	360,000	62,617	4,162,428
2025	330,000	43,988	700,000	195,970	475,000	151,340	725,000	382,375	580,000	170,188	365,000	55,418	4,174,279
2026	345,000	29,963	720,000	160,270	500,000	138,278	725,000	382,375	600,000	157,138	375,000	48,117	4,181,141
2027	360,000	15,300	735,000	122,830	355,000	123,277	900,000	382,375	455,000	142,138	380,000	40,618	4,011,538
2028	0	0	750,000	83,875	1,280,000	112,627	0	0	1,380,000	130,762	390,000	32,542	4,159,806
2029	0	0	775,000	42,625	1,335,000	74,228	0	0	1,425,000	92,812	390,000	23,963	4,158,628
2030	0	0	0	0	990,000	32,175	0	0	1,950,000	53,625	675,000	15,187	3,715,987
2031													
<b>TOTALS</b>	<b>4,270,000</b>	<b>1,633,621</b>	<b>11,435,000</b>	<b>5,396,605</b>	<b>9,275,000</b>	<b>3,325,820</b>	<b>11,775,000</b>	<b>6,118,000</b>	<b>10,000,000</b>	<b>3,629,004</b>	<b>8,410,000</b>	<b>1,524,455</b>	<b>73,603,434</b>

(1) Source of Funds -- Property Tax or Alternate

(2) Source of Funds -- Property Tax or Alternate -- Interest shown is gross amount due before application of Federal credit

(3) Source of Funds -- Property Tax or Alternate -- 59.6% of debt service is Deerfield Library responsibility

(4) Principal payment shown is contribution to sinking fund

(5) Source of Funds -- Property Tax or Alternate -- 64.7% of debt service is Deerfield Library responsibility

## PENSION FUNDS

The Village contributes to two pension funds as required by State Law.

### Police Pension Fund

The Police Pension Fund is required by State law for all communities of over 5,000 in population. A Police Pension Board, made up of five members, administers the fund. Two are active members of the department, two are from the citizens of the community, and one is elected from the beneficiaries of the fund. They are charged with the investment of the funds collected from the active personnel, contributed by the employer (Village) and investment income. Patrol officers contribute 9.91% of their base salary toward the Police Pension Fund.

The Village (employer) contribution is determined annually based on an actuarial analysis of the fund pursuant to state statute. The Village has contributed 100% of the actuarially determined required contribution (reflected as an expense in the Police Department budget) in the past and plans to continue full funding in the future.

### The Illinois Municipal Retirement Fund (IMRF)

IMRF covers Village employees with the exception of sworn police personnel. The current employer pension contribution for IMRF is 14.09% of salary. The rate is expected to decrease to 13.97% in calendar 2014. The Village also contributes 6.20% for the employer's portion of social security taxes for all employees, other than sworn police personnel and 1.45% for the employer's portion of Medicare taxes for all employees covered by Medicare. The Village contributes 100% of its required contribution based on the calculation by the IMRF.

In 2010 the Illinois state legislature dramatically decreased the benefits under IMRF and the downstate Police Pension plans for new employees hired after December 31, 2010. This will have the effect of slowing the increase in employer funding in the future and at some point, largely dependent on the employee replacement rate after this date, will lower the required employer funding percent.

## FUNDING PROGRESSION

Based on the Actuarial Accrued Liability (AAL):

Actuarial Valuation Date	Police Pension Fund (4/30)	Illinois Municipal Retirement Fund (12/31)
1999	120.00%	98.91%
2000	113.50%	104.75%
2001	93.00%	103.29%
2002	92.67%	96.10%
2003	92.09%	93.79%
2004	82.72%	81.71%
2005	84.76%	82.54%
2006	83.11%	77.94%
2007	82.00%	75.09%
2008	79.70%	53.10%
2009	71.00%	54.14%
2010	70.28%	57.41%
2011	77.57%	60.98%
2012	74.12%	63.53%

**BUDGET REQUEST - 2014**

**3570XX-**

**DEBT SERVICE FUND**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	0	0	0	0	N/A
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	0	0	0	0	N/A
COMMODITIES	0	0	0	0	N/A
UTILITIES	0	0	0	0	N/A
DEBT SERVICE	2,973,703	3,404,155	3,404,156	3,423,043	0.55%
CAPITAL OUTLAY	0	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>2,973,703</b>	<b>3,404,155</b>	<b>3,404,156</b>	<b>3,423,043</b>	<b>0.55%</b>

**806010-**

**POLICE PENSION FUND**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	2,111,646	1,515,000	1,515,000	2,265,000	49.50%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	21,002	39,300	34,800	40,800	3.82%
COMMODITIES	0	0	0	0	N/A
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	0	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	0	0	0	0	N/A
<b>DEPARTMENT TOTAL</b>	<b>2,132,648</b>	<b>1,554,300</b>	<b>1,549,800</b>	<b>2,305,800</b>	<b>48.35%</b>

## **REFUSE FUND**

The Refuse Fund is an enterprise fund established to provide for the collection of residential solid waste, household recycling, and landscape debris. Refuse collection is provided through a contract with a private waster hauler. The multi-year contract entered into with Waste Management beginning April, 2011 provides for charges that are adjusted annually by the CPI, with a floor of 2% and a maximum of 4%. Service has been standardized to once a week, curb side with carts. Prior service was once or twice a week back door. Residents who wish to continue back door pay an extra charge billed and coordinated directly with the company. The Village now charges a set standard fee billed thru the utility billing system for the basic service.

The service is funded through a combination of user fees and a property tax levy. The property tax levy provides for a subsidization of the fee. The CPI adjustment for 2014 is estimated to be approximately 2.0%. This budget increases the user fee and property tax levy by 2.5 % over last year's levels. Due to the lower charge for the new contract the Village expects to realize revenues in excess of expenses. This reverses recent years' results which have been negative. As the fund balance is built back up, future rate increases will be evaluated.

The Village also provides an expanded leaf collection program funded through the above revenues. During the fall, each home receives four weekly collections of leaves raked to the curb. The Village maintains four leaf vacuum machines for this purpose. Residents also have the option to bag the waste during this time and throughout the year, with a per-bag fee assessed through the use of stickers.

## **PARKING LOTS (COMMUTER STATION)**

The Village maintains and operates nine commuter train station parking lots with a total of 675 spaces. These are broken down by source of funding, with six lots (320 spaces) built with Village funds and reserved for Village residents. The remaining lots were built with Federal assistance and are open to any users. The lots are a combination of pay-per-day and permit. Village personnel collect fees and police personnel enforce the parking restrictions.

Since the Lake-Cook Road station and lots opened a number of years ago, the use of the downtown lots has stabilized below capacity. Parking fees are used to maintain the lots (including snow removal) and the station. The parking rates were increased from \$1 per day to \$1.50 per day effective January 1, 2005 and this budget represents no change in this fee. The rate adequately funds the necessary maintenance and capital expenditures for the station and lots.

**BUDGET REQUEST - 2014****5820XX-****REFUSE FUND**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	73,730	85,750	85,750	92,250	7.58%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	1,238,146	910,500	881,775	1,369,500	50.41%
COMMODITIES	22,638	27,200	23,200	26,200	-3.68%
UTILITIES	0	0	0	0	N/A
CAPITAL OUTLAY	0	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	9,177	6,148	6,148	11,649	89.48%
<b>DEPARTMENT TOTAL</b>	<b>1,343,691</b>	<b>1,029,598</b>	<b>996,873</b>	<b>1,499,599</b>	<b>45.65%</b>

**6020XX-****COMMUTER PARKING LOTS**

	ACTUAL FY 12/13	BUDGET FY 2013A	EST EXPEND FY 2013A	BUDGET 2014	% CHG BUDG FY13A→2014
PERSONNEL SERVICES	23,721	24,050	25,200	41,000	70.48%
TRAINING & DEVELOPMENT	0	0	0	0	N/A
CONTRACTUAL SERVICES	89,999	94,700	72,701	84,700	-10.56%
COMMODITIES	666	1,750	1,750	1,750	0.00%
UTILITIES	10,965	7,600	9,300	9,300	22.37%
CAPITAL OUTLAY	26,737	0	0	0	N/A
CAPITAL IMPROVEMENTS	0	0	0	0	N/A
TRANSFERS OUT	200,000	133,332	133,332	200,000	50.00%
<b>DEPARTMENT TOTAL</b>	<b>352,088</b>	<b>261,432</b>	<b>242,283</b>	<b>336,750</b>	<b>28.81%</b>

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## APPENDIX A - EQUIPMENT REQUESTS CONTAINED IN OPERATING BUDGETS

### ADMINISTRATIVE DIVISION

Administration		\$13,000
Shared cost of IT hardware	6,000	
Business Continuity/Disaster Recovery Equipment	7,000	
Community Development		\$2,500
Mobile inspection equipment	2,500	
Engineering Division (Public Works)		\$15,500
Business Continuity/Disaster Recovery Equipment	8,000	
Office Equipment	5,000	
Projector and installation	2,500	

### POLICE DEPARTMENT

Administration Division - includes ID printer		\$3,500
Office Equipment	2,500	
Shared cost of IT hardware	1,000	
Communications Division		\$2,500
Investigations/Youth/DARE/Social Services		\$7,000
Patrol Division		\$4,000
E911 Fund		\$165,000
Phone switch net of VEF contribution	165,000	

### PUBLIC WORKS DEPARTMENT

Street Division		\$7,000
Administration		
Business Continuity/Disaster Recovery Equipment	5,000	
Forestry		
Lawn mowers and maintenance equipment	2,000	
Sewer Division		\$17,500
Administration		
Laptop for use with Redzone	3,500	
Wastewater Treatment Facility		
Various equip. including Dehumidifiers & Welding equip.	14,000	
Water Division		\$112,000
Administration		
Business Continuity/Disaster Recovery Equipment	5,000	
Distribution		
SCADA controls and upgrades	5,000	
Main & Hydrant Maintenance		
Miscellaneous	2,000	
Meter Maintenance		
Water Meters (replacement program - multi-year)	100,000	
Vehicle Maintenance (Garage)		
Replace computer and monitor		\$2,500

## APPENDIX B

### GLOSSARY

**ABATEMENT** -- A complete or partial cancellation of a levy imposed by a government.

**ACCOUNT** -- A term used to identify an individual asset, liability, expenditure, revenue, or fund balance.

**ACCOUNTING SYSTEM** -- The total structure of records and procedures that discover, record, classify, summarize, and report information on the financial position and results of operations of a Government or any of its funds, fund types, balanced account groups, or organization components.

**ACTIVITY** -- The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the government is responsible.

**ACTUARIAL RESERVE DEFICIENCY** -- The excess of the actuarial accrued liabilities at the date of valuation of the retirement system over the available assets on hand to meet such liabilities; or the excess of accrued and prospective liabilities over the present and prospective assets.

**ANNUAL REQUIRED CONTRIBUTION** -- The required contribution to fully fund the entity's annual employer's cost of the pension obligation as determined by an actuary.

**APPROPRIATION** -- legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**ASSESSED VALUATION** -- A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSET** -- Property owned by a government which has monetary value.

**AVAILABLE FUND BALANCE** -- The balance of funds above the recommended minimum fund balance.

**BALANCED BUDGET** -- A budget is balanced when the proposed expenditures plus expected reserve draw down are equal to the expected new revenues plus the available fund balance at the beginning of the fiscal year.

**BOND** -- A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

**BONDED DEBT** -- That portion of indebtedness represented by outstanding bonds.

**BUDGET** -- A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGET AMENDMENT** -- A legal procedure utilized by the governing board to revise a budget.

**BUDGET DOCUMENT** -- The instrument used by the budget-making authority to present a comprehensive financial plan of operations of the governing board.

**BUDGET MESSAGE** -- A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body.

**BUDGET ORDINANCE** -- The official enactment by the governing board to legally authorize the government administration to operations of the governing board.

**BUDGETARY CONTROL** -- The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL ASSETS** -- Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**CAPITAL BUDGET** -- A plan of proposed capital outlays and the means of financing them for the current fiscal period.

**CAPITAL IMPROVEMENTS BUDGET** -- A plan of proposed capital expenditures and the means of financing them. This is usually part of the complete annual budget which includes both operating and capital outlays.

**CAPITAL OUTLAY** -- Expenditures which result in the acquisition of or addition to fixed assets.

**CAPITAL PROJECTS FUND** -- A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment, other than those financed by proprietary funds, special assessment funds, and trust funds.

**CHART OF ACCOUNTS** -- The classification system used by the government to organize the accounting for various funds.

**COMMODITIES** -- Consumable items used by the governmental departments. Examples include office supplies, vehicle and maintenance supplies, gasoline, etc.

**CONTRACTUAL SERVICES** -- Services rendered to governmental departments and agencies by private firms, individuals, or other government agencies. Examples include utilities, insurance, and professional services.

**DEBT** -- An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants, lease-purchase agreements, notes and floating debt.

**DEBT LIMIT** -- The maximum amount of gross or net debt which is legally permitted by State Statute.

**DEBT SERVICE FUND** -- A fund established to account for the accumulation of resources for, and then payment of, general long term debt principal and interest.

**DEPARTMENT** -- A major administrative organization unit of the government which indicates overall management responsibility for one or more activities.

**DEPRECIATION** -- (1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset is charged off as an expense.

**ENTERPRISE FUND** -- A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that their costs (expenses, including depreciation) or providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**EAV (EQUALIZED ASSESSED VALUATION)** -- The assessed valuation of real property, raised or lowered by an equalizing factor as applied by a countywide and a statewide authority, so that all property is assessed at a consistent level for purposes of levying taxes. Currently, equalized valuation of real property is 1/3 of fair market value. Property taxes are assessed against the aggregate EAV of a taxing unit.

**ESTIMATED REVENUE** -- The amount of projected revenue to be collected during the fiscal year. The amount of revenue budgeted is the amount approved by the Board of Trustees.

**EXPENDITURES** -- Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

**EXPENSES** -- Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FISCAL PERIOD** -- Any period at the end of which a government determines its financial position and the results of its operations.

**FISCAL YEAR** -- A twelve (12) month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FIXED ASSETS** -- Assets of a long term nature which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**FUND** -- A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE** -- All accounts necessary to set forth the financial position and results of operations of a fund.

**FUND EQUITY** -- An equity account reflecting the unreserved accumulated earnings of the enterprise fund.

**GENERAL FUND** -- The fund used to account for all financial resources except those required to be accounted for in another fund. The most common General Fund is the Corporate Fund.

**GO (GENERAL OBLIGATION) BONDS** -- Bonds for the payment of which the full faith and credit of the issuing government are pledged.

**GENERAL REVENUE** -- The revenues of a government other than those derived from the retained earnings in an enterprise fund. If a portion of the net income in an enterprise fund is contributed to another non-enterprise fund, such as the Corporate Fund, the amounts transferred constitute general revenue of the government.

**GOAL** -- A statement of broad direction, purpose, or intent, based on the needs of the community.

**HOME RULE SALES TAX** -- As an Illinois home rule unit, the Village is provided certain additional taxing powers not generally available. The home rule sales tax can be imposed by the Village in increments of 0.25% on all retail sales occurring within the Village except for groceries, drugs and items that are titled by the state (automobiles, boats, etc.). The current Village rate is 1.0%.

**IEPA** -- Illinois Environmental Protection Agency. State agency charged with environmental regulations, specifically involved in regulating the Village's water and sewer systems. Also a granting agency for revolving loans and other programs associated with these two functions.

**IPBC** -- The Intergovernmental Personnel Benefit Cooperative. A municipal health and benefits pool through which the Village provides health and life insurance for its employees. The Park District and Library participate with the Village as listed entities.

**IMRF** -- An abbreviation for Illinois Municipal Retirement Fund, a pension fund covering Village employees who work over 1,000 hours per year, with the exception of sworn police personnel.

**IRF** -- Infrastructure Replacement Fund. A capital projects fund designated by the Village for major capital project expenditures with varied sources of funding.

**INTERGOVERNMENTAL REVENUE** -- Revenue received from another government, such as the State of Illinois, or other political subdivisions, for a specified purpose.

**INTERGOVERNMENTAL SERVICE FUND** -- A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single governmental unit.

**INVESTMENTS** -- Cash held in interest bearing accounts, securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**LEVY** -- (VERB) To impose taxes, special assessments, or service charges for the support of governmental activities. (NOUN) The total amount of taxes, special assessments, or service charges imposed by a government.

**LONG TERM DEBT** -- Debt with a maturity of more than one year after the date of issuance.

**METRA** -- An abbreviation for the Northeast Illinois Regional Commuter Railroad Corporation which manages and operates the commuter trains and commuter buses in the Village.

**MFT (MOTOR FUEL TAX)** – The State of Illinois levies a tax on the sale of motor fuel products for use over the road. Municipalities are distributed a portion of the tax on a per capita basis to be used for the maintenance and improvement of the local road system.

**NET INCOME** -- Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

**OBJECT** -- As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personnel services, contractual services, commodities, capital outlay and other expenditure classifications.

**OPERATING BUDGET** -- The portion of the budget that pertains to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, services, etc.

**OPERATING EXPENSES** -- Proprietary fund expenses which are directly related to the fund's primary service activities.

**OPERATING INCOME** -- The excess of proprietary fund operating revenues over operating expenses.

**OPERATING REVENUES** -- Proprietary fund revenues which are directly related to the fund's primary service activities. They consist primarily of charges for services.

**PENSION TRUST FUND** -- A Trust Fund used to account for public employee retirement systems. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

**PERSONNEL SERVICES** -- Items of expenditures in the operating budget for salaries and benefits paid for services performed by Village employees.

**RESERVE** -- An account used to indicate that a portion of fund equity is legally restricted.

**RESOURCES** -- Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

**REVENUES** -- Increases in governmental fund type, net current assets, and residual equity transfers.

**SOURCE OF REVENUE** -- Revenues are classified according to their source or point of origin.

**SPECIAL REVENUE FUND** -- A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specified purposes.

**TAX LEVY** -- The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.

**TAX LEVY ORDINANCE** -- An ordinance by means of which taxes are levied.

**TAXES** -- Compulsory charges levied by a government for the purpose of financing services performed for the common public benefit.

**TAX INCREMENT FINANCING (TIF)** – A municipal financing mechanism used to renovate declining areas that uses the increase in taxable property value to generate revenue for a set period of time to offset the costs of allowable public and private investment in the area.

**TRUST FUNDS** -- Funds used to account for assets held by a government in a trustee capacity for individuals, private organization, other governments, and/or other funds.

**USER CHARGES OR FEES** -- The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**WRF** – Water Reclamation Facility. The Village's designation of its sanitary sewerage treatment plant.

## APPENDIX C

### SUMMARY OF SIGNIFICANT FINANCIAL, ACCOUNTING AND BUDGETING POLICIES

The accounting policies of the Village of Deerfield, Illinois, conform to Generally Accepted Accounting Principles as applicable to governments. The following is a summary of the significant policies.

#### Reporting Entity and Its Services

The Village of Deerfield, Illinois, was incorporated April 14, 1903. The Village operates under a Council/Manager form of government and provides the following services as authorized by its charter: public safety (police), highways and streets, water supply, sanitation, public improvements, community development and general administrative services.

#### Accounting, Auditing and Financial Reporting Policies

- An independent audit will be performed annually.
- The Village will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board.
- The Finance Department will report to the Mayor and Board of Trustees and to the departments on a monthly basis the amount of funds expensed or expended for the month and year-to-date vs. budget and projected.
- The Finance Department will also report on an ad hoc basis on any other financial items that will affect the Village's financial picture.

#### Fund Presentation

The accounts of the Village are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Governmental Funds. The Village has the following governmental-type funds:

- **General Fund** – The General Fund is the general operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. Accounts for the operations of the Finance, Administration, Engineering, Community Development, Police and Street Departments.
- **Motor Fuel Tax Fund** – Special Revenue Fund that accounts for activity funded by the state share of tax on the use of motor fuels.
- **Enhanced 911 Fund** – Special Revenue Fund that accounts for the operation of the E911 emergency response system and is funded by a per line charge on land-based and cellular phones.
- **Tax Increment Financing District** – A fund to provide for the redevelopment plans funded by incremental property tax. (Note: the last Village district was terminated on December 31, 2008 and historical information is presented in this budget).
- **Infrastructure Replacement Fund** – Capital Project Fund established in 1989 for the purpose of maintaining, repairing and renovating the capital assets of the Village. All long term capital projects are now funded in this fund, including those of the Water and Sewer Funds.
- **Debt Service Fund** – Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The Debt Service Fund has been treated as a single fund and budgeted in a like manner by the Village. The individual issues are accounted for separately within this fund.

Proprietary (Enterprise) Funds Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing

basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Village has the following proprietary funds:

- **Water Fund** – Accounts for all activity relative to the acceptance, storage and delivery of water to the residents.
- **Sewer Fund** – Accounts for all activity relative to the operation of the sanitary sewer system, including the transportation of sewerage to the Village owned and operated sewerage treatment plant.
- **Refuse Fund** – The Village contracts with a private firm to collect and dispose of residential solid waste, residential recyclable materials and landscape waste. This fund provides for the revenues and expenses of this operation.
- **Commuter Parking Lot Fund** – Provides for the activity necessary to operate and maintain the various commuter-parking facilities within the Village, including the commuter train station.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the Village, or to other governments, on a cost-reimbursement basis. The Village has the following internal service fund:

- **Garage Fund** – Provides for the maintenance of Village-owned vehicles through operation of a vehicle maintenance facility in the public works complex. All operating departments are charged for work on their vehicles.
- **Vehicle and Equipment Replacement Fund** – Established to account for the funds set aside annually for the replacement of certain vehicles and other equipment. The Village charges operating departments for equipment and motor vehicles based on the current replacement cost and estimated years of usage. These funds are accumulated in the Vehicle and Equipment Replacement Fund until the equipment or motor vehicles are purchased.

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. These include Pension Trust and Agency Funds. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds since capital maintenance is critical. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The Village has the following Agency and Trust funds:

- **Deposit Fund** – To account for funds on deposit with the Village that are being held on a temporary basis.
- **Police Pension Fund** – As established by state statute, provides for the pension and disability benefits of sworn Village police officers, and is funded by employee and employer contributions, and investment income of the fund. Independently administered by a board of trustees as established in the state pension code.

Deerfield Public Library - The Deerfield Public Library has a separately elected seven-member board that annually determines its budget and resulting tax levy. Upon approval of the Village Board, the levy is submitted to the County. All debt of the Library is secured by the full faith and credit of the Village, which is wholly liable for the debt. The Library, while servicing the same general population of the Village, does not provide services entirely to the Village.

## **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the annual budget.

All Governmental Funds (General Fund, Special Revenue Funds, and Capital Project Funds) are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. The Village's share of State-assessed income taxes, gross receipts, and sales taxes are

considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time. Anticipated refunds of such taxes are recorded as liabilities and reductions of revenue when they are measurable and their validity seems certain. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Agency Fund assets and liabilities are accounted for on the modified accrual basis.

All Proprietary Funds and Pension Trust Funds (Enterprise, Internal Service, and Police Pension) are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred. Unbilled Waterworks and Sewerage Fund utility service receivables are recorded at year-end.

### **Budget Presentation Basis Exceptions**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the annual budget. The Comprehensive Annual Financial Report (CAFR) shows the status of the Village's finances on the basis of generally accepted accounting principles (GAAP). In most cases the budget preparation conforms to GAAP. The following list exceptions from GAAP contained in the presentation of the budget:

- The treatment of depreciation expenses, which are not shown in the budget, but the full purchase price of equipment and capital improvements are, while purchases of capital improvements are depreciated in the CAFR pursuant to GAAP (the Village's capital asset threshold for accounting purposes is \$25,000).
- The Village has implemented the requirements for disclosing liabilities due to other post employment benefits (OPEB) required by GASB but will not, as of this point, be funding these costs nor showing the increase in the liability in the annual budget.

### **Balanced Budget**

The Village considers the budget, at the fund level, to be balanced if the budgeted expenditures, plus expected reserve drawdown, are matched by budgeted new revenues and available beginning fund balances. The accounting level of control is at the department level or, in the absence of such, at the fund level, and the departments are additionally responsible for maintaining expenditures within the major categories of the function level.

### **Debt Policy**

The Village of Deerfield is a home rule municipality and, as such, has no statutory debt limitations. If, however, the Village were a non-home rule municipality, according to Illinois statutes, its available debt limit would be as follows:

	<u>1/1/14</u>	<u>5/1/13</u>
Equalized Assessed Valuation	\$1,293,263,968	\$1,293,263,968
Non-Home-Rule Debt Limit - 8.6%	111,220,701	111,220,701
Amount of Debt Applicable to Limit	54,905,000	56,555,000
Legal Debt Margin Available	56,315,701	54,665,701

The outstanding debt issues are property tax backed but subject to abatement based on available reserves and federal government rebates. Although the amount of recent debt has been larger than normal, it was planned due to the requirements of the treatment plant project (total cost \$32 million) and Library remodeling. The Village's current bond rating is Aaa by Moody's, reaffirmed in January 2013.

The Village's policies in the issuance of debt are: (1) to attempt to keep a relatively even debt service levy, allowing it to increase as new equalized assessed valuation is available and as capital needs arise. The Village must reconcile the quest for a stable levy with the fact that delayed improvements or maintenance often has a higher true cost. Summarily, the goal to keep an even debt service levy must be balanced against the necessity of the project. (2) The Village will not issue long-term debt for short-term projects. The life of the financing must not exceed the life of the project. The use of long-term debt is subject to review and approval by the Board of Trustees.

## **Capital Projects Funding**

The Village believes that ongoing maintenance of its infrastructure and equipment is of prime importance to reduce the risk of emergency repairs and avoid the cost increases of deferred maintenance. To finance capital projects, the Village utilizes standard capital raising techniques such as General Obligation and Revenue Bond Issues, as well as pay-as-you-go practices when reasonable. Two examples of the pay-as-you-go program are (A) the Vehicle and Equipment Replacement Fund and (B) the Infrastructure Replacement Fund. The purpose of the Vehicle and Equipment Replacement Fund is to keep annual expenses in balance and stable while providing sufficient funds for the replacement of vehicles and major equipment items that cost in excess of \$5,000. The Vehicle and Equipment Replacement Fund is fully funded. The Village also has established an Infrastructure Replacement Fund to provide funding for ongoing maintenance of the Village's infrastructure, primarily streets and underground improvements. The Village does not anticipate issuing any new debt during the year.

## **Accounting, Auditing and Financial Reporting Policies**

1. An independent audit will be performed annually.
2. The Village will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board.
3. The Finance Department will report to the Mayor and Board of Trustees and to the departments on a monthly basis the amount of funds expensed or expended for the month and year-to-date vs. budget and projected.
4. The Finance Department will also report on an ad hoc basis on any other financial items that will affect the Village's financial picture.

## **Investment Policies**

The Village maintains formal investment policies for the general corporate funds and the police pension fund. In summary, the policies cite controlling state statutes and differ in the allowable investment types and duration objective. The corporate funds are typically restricted to and invested in short term government and government agency issues, with duration of less than five years. The pension fund's focus is more long term and is allowed, within statutory limits, to invest in equities and longer-term bonds. The investment policies are reviewed on a regular basis. Investment reports are regularly presented to the governing bodies.

## **Fixed Asset Policy**

Property, including equipment, represents a significant investment of tax revenue by the residents of the Village. Since the assets are durable goods used in providing services to the residents, it is essential that they be accounted for in the most efficient and practical manner possible. Property assets of the Village are numbered for inventory control. All property items valued at \$500 or more shall be recorded in the inventory system.

### **General Fixed Assets**

General fixed assets are those fixed assets of the Village that are not accounted for in an Enterprise, Trust, or Intra-governmental Service Fund. Fixed assets are those assets that possess the following attributes:

1. A tangible nature;
2. A useful life extending beyond the year of acquisition; and
3. A significant value (greater than \$25,000).

These assets shall be accounted for in the annual financial report of the Village.

## Property Assets

Non-fixed asset property items are those items valued at greater than \$500. These items shall be recorded and controlled in the Village's property control program and are the responsibility of the department in which they are located.

## Classification of Fixed Assets

Fixed assets shall be classified by the following categories: land, buildings, improvements other than buildings, machinery and equipment, and construction in progress.

## Capitalization Policy

The Village of Deerfield's capitalization policy provides that all items that cost less than \$25,000 shall be expensed rather than treated as a fixed asset. This policy is established recognizing that items under this limit are not sufficiently material from an accounting basis to include them on the Village's financial statements. Sufficient control of all property with a value greater than \$500 is maintained through the inventory control system.

## Procedures for Updating the Fixed Assets and Property Control Record

The Finance Department is responsible for maintaining the fixed assets control system. All property with a value greater than \$500 shall be maintained in this system. Any property with an original value of greater than \$500 that is no longer useful to the Village shall be disposed in a manner consistent with state statute and shall be deleted from the control system record.

## **Fund Balance Policy**

As a home rule municipality, the Village has substantial flexibility in the movement of assets between funds. Other than those funds with certain legal restrictions, for instance, the Motor Fuel Tax, Deposit, and Police Pension, the Village Board may approve transfer of funds between any of the operating or capital project funds of the Village. In addition, the Village has varied sources of revenue that, except for property tax, is generated monthly and therefore is not subject to irregular receipt during the year.

Therefore, the policy is to maintain a combined fund balance of not less than 40% of the annual budgeted recurring expenditures in the operating funds – General, Water, Sewer and Garage. The minimum combined balance of unrestricted fund balance and net cash in these funds shall not fall below 30%.

The remaining funds shall maintain a sufficient balance to achieve the budget on a yearly basis. In April, 2012, the Board adopted a revised Fund Balance Policy that conforms to GASB 54. The recommended and approved fund balance levels were not changed as part of this new policy.

# Village of Deerfield, Illinois Organization Chart

